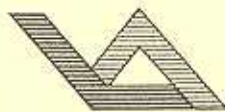




RECORDS RETENTION SCHEDULE



Prepared by
STATE RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

STATE ARCHIVES AND RECORDS COMMISSION
DIVISION OF ARCHIVES AND RECORDS MANAGEMENT
DEPARTMENT OF LIBRARY AND ARCHIVES
COMMONWEALTH OF KENTUCKY

RETENTION AND DISPOSAL SCHEDULE NUMBER III

Date Approved APR 15 1981
by Commission

Schedule for:

DEPARTMENT OF EDUCATION

State Agency

Unit

APPROVALS
FOR STATE AGENCY

1. Raymond Barber
Agency Head and Title
2. Samuel M. Bellard
Agency Records Officer
3. Louis Bellard
Division of Archives and Records Management
State Archivist and Records Administrator
4. James A. Wilson
Archives and Records Commission Chairman

WE THE UNDERSIGNED OR THE AGENTS THEREOF HAVE EXAMINED THE RECORD ITEMS BELOW AND RECOMMEND
THE DISPOSITION AS SHOWN

Darrell Gabhart Larry B. Fawcett Jeffrey Michael Duff
Records Analyst Assistant State Records Administrator Assistant State Archivist

THE DETERMINATION AS SET FORTH BELOW MEETS WITH MY APPROVAL

James B. Graham 4-2-81
Auditor Public Accounts Approval Date

Attorney General

Approval Date

RECORDS RETENTION SCHEDULE

Signature Page

Dept. of Ed./Ofc. District Support Services
Agency

December 13, 2001
Schedule Date

Div. of Data Mgmt/Audit & Compliance Branch
Unit

June 12, 2008
Change Date

June 12, 2008
Date Approved By Commission

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Jan E. Magid
Robert Kinney
Agency Head

6-26-08
6-19-08
Date of Approval

J. Roman M. Engstrom
Agency Records Officer (Interim)

6/18/08
Date of Approval

Barbara Teger
State Archivist and Records Administrator
Director, Public Records Division

6/12/08
Date of Approval

Wayne Dubist
Chairman, State Archives and Records Commission

Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

[Signature]
Records Analyst/Regional Administrator

6/12/2008
Date of Approval

[Signature]
Appraisal Archivist

6/12/08
Date of Approval

[Signature]
State/Local Records Branch Manager

12 June 2008
Date of Approval

The determination as set forth meets with my approval.

[Signature]
Auditor of Public Accounts

6.12.08
Date of Approval

RECORDS RETENTION SCHEDULE

Signature Page

Board of Pharmacy
Agency

Unit


June 10, 1994
Schedule Date

September 8, 2005
Change Date

September 8, 2005
Date Approved by Commission

APPROVALS

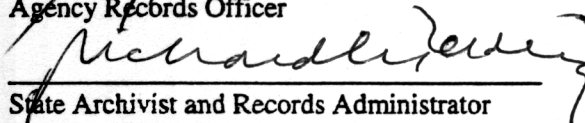
The undersigned approve of the following Records Retention Schedule or Change:


Agency Head

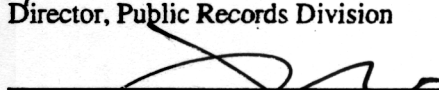
9-8-05
Date of Approval


Agency Records Officer

9-8-05
Date of Approval


State Archivist and Records Administrator
Director, Public Records Division

9-8-05
Date of Approval


Chairman, State Archives and Records Commission

9/08/05
Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:


Records Analyst/Regional Administrator

9/8/05
Date of Approval

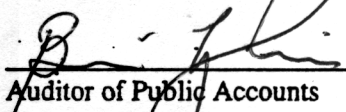

Appraisal Archivist

9/8/05
Date of Approval


State/Local Records Branch Manager

9/8/05
Date of Approval

The determination as set forth meets with my approval.


Auditor of Public Accounts

9/8/05
Date of Approval

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Schedule Date: April 01, 1981

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Education and Workforce Development
Education, Department of
Assessment and Accountability
Assessment Implementation

Retention

Disposition Instruction

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
05717	Accountability Testing System Score Sheets and Essays (C) KRS 61.878(1)(a) Change Date: 9/13/2007 (V)	This series documents the original test response sheets and essays written by Kentucky district school students as part of the overall Commonwealth Accountability Testing System (CATS). The CATS is the means by which Kentucky satisfies both state accountability requirements under the Kentucky Education Reform Act (KERA) and federal accountability requirements under the No Child Left Behind Act (NCLB). It is the mechanism for measuring and providing feedback on how well schools are progressing toward proficiency goals as defined by the Kentucky Board of Education. The score sheets and original essays written by students taking the various components of CATS are sent to private contractors for scoring. The individual student responses to multiple choice and open-ended questions are scanned and stored in a database by the vendor. The database with scored responses of all individual student data in electronic form is sent to the Accountability and Assessment Office where it can be aggregated and reformatted for a variety of reports. The original score sheets and the original written responses to open response questions are stored by the private contractor. Overall score results for schools are used in part to determine rewards for the schools or the need for Scholastic Audits per 703 KAR 5:020.	This series contains the completed, original test question response sheets ("bubble sheets") and the original written responses to open response questions by students for the Kentucky Core Content Test, Writing Portfolio, Norm-Referenced Test and other components of the CATS. Academic subject areas being tested and scored include: arts and humanities; mathematics; practical living/vocational studies; science; social studies and writing. Student identifying information includes: name, date of birth, Social Security number, disability category, federal grant program participation, participation in other district school special programs.	Agency: 3 years	Records Center:	Archives Center: Destroy 3 years from the date test is administered.

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Assistance and Intervention

Records Title			Retention			
Series	and Description	Function and Use	Contents	Disposition Instruction		
04376	Certified Position Vacancy File (N) NA (V)	This series documents the vacancies that occur for certified positions in the various school districts. Certified positions would be, for example, a teacher or school administrator versus a secretary or cafeteria employee. Pursuant to KRS 160.380 (2)(b), when a vacancy occurs in a local school district, the superintendent notifies the Department of Education (DOE) thirty days before the position is to be filled. The local school district is to post the position openings in the local board office for public viewing. It is also posted in the DOE and state university placement offices. If a position must be filled in less than thirty days, an Emergency Hiring Waiver Request Form is submitted for approval. The chief state school officer must then respond to the district's request within two working days. The vacancies will occur as a result of non-tenured teachers that re-apply for their jobs, or new positions that become available. The file will verify that appropriate posting and hiring measures were followed.	Report of School District Vacancies--District; Phone; Position Vacant; Grade Level; Subject Area (if applicable); School; Date Posted; Date School Begins; Reason for Vacancy; Steps to recruit minorities; Superintendent's Signature/Date. Emergency Hiring Waiver--Applicant's Name; SS#; Certification of Applicant; (Some qualifying questions of the School District) Check for Criminal Record; Search for Minorities; Selected from Pool of Applicant	Agency: 2 years	Records Center: 3 years	Archives Center: NA Transfer to the State Records Center

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Compensatory Education

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
02401	Chapter 1 Project Folder (May Include: Applications, Approval, Project Related Correspondence, and Evaluation Reports) (N) NA	These project folders are created to maintain the applications from the local school districts regarding their request for monies for the Local Educaiton Agency (LEA) Grant Migrant and 313 Handicapped grants. The folders contians information concerning the amounts of the grants, expenditures of monies throughout the duration of the programs, etc. The various materials include the applications, approval data for the applications, final evaluations, and other related correspondence. The materials are used by coordinators, program managers, and division directors for referencing and monitoring the projects. This project monitoring is done in accordance with federal guidelines for the Chapter 1 program.	Application for grant funding; student achievement information; parental involvement; number of students eleigible for assistance, teacher instruction records; approvals for amounts of money; approval methods; final evaluations; related correspondence.	Agency: 3 yrs	Records Center: 2 yrs	Archives Center: N/A
				Transfer to State Records Center. Destroy after audit.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Curriculum, Assessment, and Accountability

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
04386	Textbook/Instructional Materials Plan File (N) NA	This series documents the developmental plan in which a school district selects and purchases textbooks and instructional materials. In the past, the Department of Education adopted the textbooks/instructional materials to be used, and the school districts selected three choices from this list. With the passage of HB 545 in 1992, the school districts receive funds based on the per-pupil allotment for purchasing books and instructional materials. The district adoption is still required; however, it is no longer limited to the top three choices. The local board may adopt the entire state multiple list or a list inclusive of the district's schools. Schools identify all purchases, including the replacement of books and materials during the six year adoption period (part of a plan developed by each school and kept on file in the district office). A school may carry forward to the next school year any part of its textbook/instructional materials allocation. A school's selections are based on: 1) KERA goals and learner outcomes, 2) students' needs, 3) philosophy of school/district, 4) existing school plans, and 5) assessment reports. To purchase materials not identified on the state multiple list, a waiver must be approved with information describing alternate choices. *Reference has yet to be determined because of the recent creation of the series.	Plan/selections for textbooks/instructional materials to be used; School name/number/Grades/Enrollment; Content areas; Persons responsible for plan; Six-year summary (Adoption cycle); Statement of Accountability (Council Signatures); Waiver Request when the district selects books outside of suggested list (Course Title/Grade level; PSD Code; Textbook Title; Cost; Publisher; Correspondence relating to reasons/justification for waiver); Signature of Superintendent or School Council Chair/Date	Agency: 10 years	Records Center: NA	Archives Center: NA Because of the recent creation of this series, destruction must be approved by the State Archivist prior to destruction
04387	Transformation: Kentucky's Curriculum Framework File (Two Volumes) (N) NA	This series documents the Department's efforts to design a curriculum framework which addresses Kentucky's goals, outcomes, and assessment strategies and provides direction to local districts and schools as they develop their curriculum, as directed by KRS 158.6451(4). The framework is not mandated, but is designed to provide guidance in the development of local curriculum. Designing a curriculum which prepares each student to be successful in life is a challenge and responsibility for all Kentucky educators. The implementation of the curriculum is the critical component in assuring that each child achieves the six learning goals identified in the Kentucky Education Reform Act. Volume I contains the goals, outcomes, and their expansions. Volume II concentrates on the main processes which local districts and schools will use to develop curriculum and instruction that meet their needs. It includes models, samples, examples, and guides for school-based councils, teams of teachers, and other curriculum writers. Transformations is an evolving document, to be developed and refined as the implementation of KERA changes the way instruction is implemented and evaluated. *A new set is not created annually. Upon revision, new sets will be copied and distributed. **Due to the recent creation of the series, future reference is yet unknown.	VOLUME I: Demonstrators, Learning Links, Related Concepts, Teaching/Assessment Strategies, Ideas for Incorporating Community Resources, Activities, Reflections. VOLUME II: Transforming the Learning Environment, Alternative Uses of School Time, Local Curriculum Development Guide, Bringing It All Together, Resources.	Agency: Indefinite	Records Center: NA	Archives Center: Permanent Forward three copies to the Publications Section of the Public Records Division when issued. Retain agency copy until superseded. Destroy excess copies when no longer useful

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Schedule Date: December 13, 2001

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Education and Workforce Development
Education, Department of
District Support Services
School Finance

Retention

Disposition Instruction

Series	Records Title and Description	Function and Use	Contents			
02511	General Budget of Each School District File Closed Date: 12/1/2000 (V)	Closed Series: This series documented the setting of local district tax rates and the projected revenue from those tax rates. Each school district (Board of education) prepared an annual school budget to reflect the amount of money needed for current expenses, debt service, capital outlay, and other necessary expenses of the school during the succeeding fiscal year, as required in KRS 160.470. It included an estimated total that was received from the common school fund, the setting of tax rates in order to determine the amounts needed by local taxation, the assessed valuation of property subject to local taxation, and an estimate by the Revenue Cabinet of public service company assessments and assessments from other property subject to local taxation in the jurisdiction of the tax-levying authority, i.e., an independent school district. The budget was received by the Department thirty days before the working budget (see Working Budget Report - 02512), and presented to the State Board for Elementary and Secondary Education. This series is replaced by 05318, Tax Rates Levied Form.	Series contains: Estimated expenditures (administration, instruction, attendance, health services, plant operations, pupil transportation); estimated receipts from district taxes; rate of levy specified for school year; addendum to the general budget (possibly)	Agency: 3	Records Center:	Archives Center: P
				Transfer to the State Archives Center		
02512	Working Budget Report File	This series documents a close estimate or working budget of the revenues and expenditures of the subsequent school year for each local school district. As required in KRS 160.470 (9) (b), the working budget is submitted to the Kentucky Board of Education for approval, no later than September 30 of each year. The budget must conform to all state regulations prescribed by the Board. It is based on the tax levy approved in the Tax Rates Levied Form (05318) and other adjustments due to changes in estimated enrollment, staffing, etc. The working budget must be submitted even if the tax rates levied form has not been adopted by the district.	Series contains: Code class of receipts (code number, item, year estimated for, year received for); expenditures (administrative, instruction, attendance, health services, pupil transportation, etc.); recapitulation of receipts and expenditures; FSPK (Facility Support Program of Ky.) Budget; Capital Outlay Fund Budget; signatures	Agency: 1	Records Center: 4	Archives Center:
				Transfer to the State Records Center. Destroy after audit		
02513	Annual Financial Report - (Electronic) (V)	This series documents the receipts, expenditures and financial status of each school district for each fiscal year. The report must be submitted to the Administrative Services Branch of the Division by July 25th of each year, as required in KRS 157.060, 160.470 (9) and 702 KAR 3:110. The series consists of two parts: the Annual Financial Report and the Balance Sheet. Information in the series is submitted electronically, both in a spreadsheet format and a flat magnetic media file. The data submitted are used in the calculation of local tax rates, SEEK (Support Education Excellence in Kentucky) allocations, and federal funding.	Series contains: Annual financial report; actual receipts and expenditures report; balance sheet/recap	Agency: 3	Records Center:	Archives Center: P
				Transfer to the State Archives Center. NOTE: The electronic transfer format will be determined by the Public Records Division		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Education, Department of

District Support Services

School Finance

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
02514	Teacher Annual Salary Schedule - (Bound Volumes) Closed Date: 1/1/1997 (V)	Closed Series: This series documented salaries and positions of all certified staff. It was used to verify that a school district was paying according to the statutory salary level, based on state and local funding of 185 instructional days, and considering rank and experience of teachers in the current year as in the preceding year. The State Board for Elementary and Secondary Education approved the schedule. Older schedules are used to verify work history and staffing patterns in school districts. This series represents the only record retained by the state Department of Education on individual teachers. Additional information may be found in Series 05320, Professional Staff Data Form File.	Series contains: Form F10-6 Salary Schedule Summary Sheet (rank, number of teachers, cost of salaries, total salary, supervision, extra services, total cost of instructional salaries); Salary Schedule printout by rank and experience; individual salary by social security number; name, rank, experience, subject, grade, days employed; total contract salary; changes in salary schedule	Agency: 3	Records Center:	Archives Center: P Transfer to the State Archives Center
02515	Tax Rate Calculation File (V)	This series documents the calculation of local district tax rates, as provided for in KRS 160.460 and KRS 160.470. All school taxes shall be levied on all property subject to local taxation in the jurisdiction of the tax-levying authority. The taxes are levied by the board of education of each school district. The tax dollars support the programs of the respective schools. The amount levied also is a factor in determining the amount of state funds a school district may receive.	Series contains: Assessment certification; tax collector's report and reconciliation; tax calculation worksheets; tax rate certification	Agency: 10	Records Center:	Archives Center: P Transfer to the State Archives Center
02516	Statistical Records of Financial Data - (Related to calculation of Foundation Program - (Computer Printout) Closed Date: 1/1/1994 (V)	Closed Series: This series documented the actual record used to distribute the state allotment of funds to Kentucky's 181 local school districts. In 1979-80, the allotment was \$656,511,927.28. It was through the cooperation of Pupil Personnel, School Transportation, Vocational Education, Education for Exceptional Children, and Instruction that the materials were gathered to complete the calculations. The tentative calculation of the Foundation Program was based on forms sent in by the local districts. A personnel audit was prepared by hand and from this audit the calculations were made, distributing the millions of dollars each year. This series also includes 02517, Old Assessment Data, Foundation Program, Calculations and Equalization and 02520, Capital Outlay Files - Foundation Program.	Series contains: Final calculation of Foundation Program; personnel audit; report from Bureau of Instruction, Division of Teacher Certification; change sheets (from local districts) correcting information of the personnel staff data forms; all correspondence from the Department to local districts and from local districts to the Department concerning the forms and information; tentative calculation of the Foundation Program; applications from local districts for the calculation of the tentative Foundation Program; monthly payments to the local districts from the state were based on the tentative calculation	Agency: 0	Records Center:	Archives Center: P Transfer to the State Archives Center

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Education, Department of

District Support Services

School Finance

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
02518	Historical File on Financial Facts, Studies, and Court Cases Closed Date: 1/1/1994	Closed Series: This series documented issues and studies that the Division of Finance, Department of Education participated in or provided information for. This series primarily targeted issues related to funding, taxation, transportation, and appeals to court decision, even an early study of the (unequal) distribution of funds throughout the state for public education. The series includes charts or logs that support the studies.	Series contains: Attorney General opinions, study charts, memoranda, minutes of Council/Committee meetings, and correspondence	Agency: 0	Records Center: P	Archives Center: P Transfer to the State Archives Center
02519	School Building Revenue Bond File (V)	This series documents the issuance of bonds to finance construction of school buildings and to repair and improve existing structures. It provides the demographic and economic background of the school district, as well as the means and schedule for payment of the bonds. The issuing of School District Finance Corporation School Building Revenue Bonds is authorized by KRS 162.120; 162.300; 162.385; and 58.180.	Series contains: Correspondence between the fiscal agents, school districts, bond counsel, and the Department; preliminary and final official statements; related forms; schedules of the bidding; breakdown of fund sources; semi-annual debt service; and districts' total local debt	Agency: 1	Records Center: P	Archives Center: P Transfer to the State Archives Center after bond is paid in full
02586	Superintendent's Annual Statistical Report Closed Date: 1/1/1994 (V)	Closed Series: This series documented the statistical information submitted by local school district superintendents upon completion of each school year. The report was due to the Department by June 30th of each year. The information required for the report is found in 702 KAR 7:125. Information reported included aggregate days of attendance and absence; entries, reentries, withdrawals; male/female count; promoted, retained and primary; ethnic count; and number of graduates. Attendance data were reported by school, grade level and transportation code. The information was used to calculate each district's enrollment, membership, average daily attendance, average daily membership, and percent of attendance. The average daily attendance information is a vital part of the SEEK (Support Education Excellence in Kentucky) funding formula. Series is replaced by 05321, Superintendent's Annual Attendance Report.	Series contains: Data by grade, school and district to calculate average daily attendance, average daily membership, percentage of attendance, membership and enrollment	Agency: 0	Records Center: P	Archives Center: P Transfer to the State Archives Center
02587	Annual School Census Reports - Computer printout) Closed Date: 12/13/2001	Closed series: No longer created		Agency: 0	Records Center: P	Archives Center: P Transfer to the State Archives Center

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Education, Department of

District Support Services

School Finance

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
03042	Treasurers' and Depository Bonds File (V)	This series documents the bonds executed by treasurers of local boards of education which ensure against loss of district funds due to the actions of the treasurer, as required in KRS 160.560 (2). It also documents the bonds executed by the depositories selected by the respective board to receive its funds, as required in KRS 160.570 (2). The bonds ensure the protection of the district's deposits should the financial institution fail.	Series contains: Treasurer's Bond and Depository Bond documents; and collateral agreement for depository bond	Agency: 2	Records Center: 4	Archives Center:
				Transfer to the State Records Center after the end of the bonded period. Destroy after audit		
03164	Local School District Audits	This series documents the audits of local school districts, which are mandated by KRS 156:255 to 156:295. The statutes call for the creation of a "state committee for school district audits" with sole responsibility for causing an audit of each school district to be conducted. The committee selects the auditor, designates the auditing procedures to be used and requires the Division of School Finance, Audit Branch, to review the audits. The Single Audit Act of 1996 established audit requirements for state and local agencies that expend federal funds in excess of \$300,000. The audit confirms that financial operations are conducted properly, financial statements are presented fairly, recipients have complied with laws and regulations that affect expenditures of federal funds, that recipients have established procedures to meet objectives of federal programs and that recipients have provided accurate information concerning federal funds. School districts expending less than \$300,000 are audited, but not per the Single Audit Act of 1996.	Series contains: Facts and findings; copy of the audit report, Review per A-133; financial review, and related correspondence	Agency: 2	Records Center:	Archives Center: P
				Transfer to the State Archives Center		
04781	Attendance Audit of Local School Districts (V)	This series documents school district attendance audit information collected by Department staff. Audits are done to ensure school districts are complying with the 1,050 instructional day. Also, SEEK (Support Education Excellence in Kentucky) funding is based on the average daily attendance, which is verified during the audits.	Series contains: Audit reports, district schedules, and district responses to the audits	Agency: 2	Records Center: 3	Archives Center:
				Transfer to the State Records Center. Destroy after audit		
04869	Local School District Worksheet (Insurance/Flex Spending) File	This series documents the number of employees receiving health insurance and those that utilize a flexible spending account. It is initiated by local school districts and forwarded to the Department each month. The worksheet indicates the number of new employees who have been added, as well as those whose coverage has been terminated. Information from the series is required for billing and payment purposes.	Series contains: Insurance worksheets; flexible spending worksheets; and transaction submittal sheets listing additional changes and terminations	Agency: 1	Records Center: 4	Archives Center:
				Transfer to the State Records Center. Destroy after audit		
04870	Russell County Report File Closed Date: 7/1/1998	Closed Series: This series was created to monitor funds being spent by the Russell County School District. The Department required the monitoring due to the District's poor accounting practices. Purchase orders were transferred to the Department on a weekly basis for approval. Monitoring ceased after June 1998.	Series contains: Monthly reports, including minutes of the Russell County School Board meetings from September 1996 through June 1998; approval letters for purchases from February 1997 - June 1998; and purchase orders from September 1996 - June 1998	Agency: 1	Records Center: 4	Archives Center:
				Transfer to the State Records Center		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Education, Department of

District Support Services

School Finance

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
05314	Monthly Insurance Billings for All Local School Districts - (Electronic and manual)	This series provides detailed allocations of local school district funds for health and life insurance. It includes the contributions which have been made by employees for payment, monthly billing forms, and discrepancy/refund letters. Information from the series is used in determining if each employee participated in his chosen health insurance plan and to verify billings. It could also be audited to ensure that terminated employees have been deleted from the billing process. Information from the series also may be used in litigation against providers. Automation of the series began in FY 1998/1999. This series was previously 02366; Record of Type of Health Insurance Contracts for Each Local School District; 02368, Discrepancy Refund Letters from Blue Cross/Blue Shield for Local School Districts; 02372, Records of Disbursement Cost of Health Insurance for Each Local School District; and 02374, Blue Cross/Blue Shield Monthly Billings for All Local School Districts.	Series contains: Employee contributions for payment; monthly billing forms; discrepancy/refund letters	Agency: 2	Records Center: P	Archives Center:
				Transfer hard copy files to the State Records Center. Retain electronic file in agency		
05315	Day Care Audit File	This series documents the audits the division conducts of day care facilities, as required by Federal Circular A-87. The audits are completed for the Division of School and Community Nutrition. The facilities receive federal funds for meal reimbursement.	Series contains: Audit reports; work Reports; related correspondence	Agency: 2	Records Center: 3	Archives Center:
				Transfer to the State Records Center. Destroy after audit		
05316	Non-Local/Non-Profit Audit File _ (Documents audits of entities that receive more than \$300,000 in federal funds that are passed through to the Department)	This series documents the review by the Division of audits of non-local/non-profit entities that receive more than \$300,000 in federal funds that are passed through to the Department. OMB Circular A-133 requires pass-through entities to monitor sub-recipients expending more than \$300,000 in federal awards from various federal government departments, such as the U.S. Department of Agriculture and the U.S. Department of Education. Examples of recipient agencies are the Archdiocese of Louisville; Fort Knox Dependent Schools; some larger day care centers; and the Ohio Valley Educational Cooperative..	Series contains: Audit reports; A-133 review information; and related correspondence	Agency: 2	Records Center: 3	Archives Center:
				Transfer to the State Records Center. Destroy after audit		
05318	Tax Rates Levied Form File - (Formerly General Budget of each school district) - (Information in the series may be in an electronic format) (V)	This series represents the official notification of levied tax rates from local school districts to the State Board of Education. School taxes are levied on all property subject to local taxation in the jurisdiction of the tax-levying authority. The tax-levying authority is the board of education of each school district, as defined in KRS 160.455. Annual school levies are to be made no later than July 1 of each year. The information is used to determine the district's levied equivalent tax rate, which is the basis for SEEK (Support Education Excellence in Kentucky) funding. This series replaces 02511, General Budget of Each School District File.	Series contains: Tax rates levied on real and tangible property and motor vehicles, as well as utility and occupational permissive tax levies	Agency: 3	Records Center:	Archives Center: P
				Transfer to the State Archives Center. NOTE: The electronic		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Education, Department of

District Support Services

School Finance

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
05319	Growth Factor Report File - (Electronic) (V)	This series documents the submission of attendance data by local school districts, as required in KRS 157.360 (8) and 702 KAR 7:125. Attendance data for the first two months of the current school year must be submitted by November 1st of each year. Information from the series is used to calculate the percentage change in average daily attendance of a district for the first two months of the current school year and compares it to the average daily attendance of the first two months of the prior school year. The SEEK (Support Education Excellence in Kentucky) program base and transportation funds are increased by the percentage of increase in attendance. Negative changes in growth do not result in a loss of funding for a district. The data which produces this series has been submitted electronically to the Department since FY 1994-1995. This series replaces 02589, Adjusted Average Daily Attendance Certification - First Two Months (Growth Factor Report) - Local School Districts.	Series contains: Data by grade and school used to calculate average daily attendance and average daily membership	Agency: 3	Records Center:	Archives Center: P Transfer to the State Archives Center. NOTE: The electronic transfer format will be determined by the Public Records Division
05320	Professional Staff Data Form - (Electronic) (C) KRS 61.878 (1) (a) - Social security numbers (V)	This series documents the collection of salary information on certified employees, as well as the 185-day salary schedule, as required in 702 KAR 3:100. The form is to be completed for each teacher paid by or under the supervision of the local district as of September 15 and is to be submitted to the Department prior to October 1 of each school year. Information from the series is used by state, local and federal agencies. The funding level for teacher salaries is based on categories of experience. This series replaces 02514, Teacher's Annual Salary Schedule Report, and 02435, Professional Staff Data Forms.	Series contains data on base, extended and extra service pay; and districts' 185-day salary schedule	Agency: 3	Records Center:	Archives Center: P Transfer to the State Archives Center. NOTE: The electronic transfer format will be determined by the Public Records Division
05321	Superintendent's Annual Attendance Report - (Electronic) (V)	This series documents the electronic submission by local school districts to the Department data on aggregate days attendance and absence; entries, reentries, withdrawals; male and female count; promoted, retained and primary; ethnic count; graduates and adjustments for shared time, nonresident, no contract, over and overage students; released time and state vocational average daily attendance, as required by 702 KAR 7:125. The report is due June 30, upon completion of each school year. Attendance data is reported by school, grade level and transportation code. The information is used to calculate each district's enrollment, membership, average daily attendance, average daily membership and percent of attendance. Average daily attendance is a vital part of the SEEK (Support Education Excellence Funding) formula. This series replaces 02586, Superintendent's Annual Statistical Reports; 02591, Principal's Annual Attendance Reports; and 02593, Annual Overage Pupil Reports.	Series contains data by grade and school and district to calculate average daily attendance, average daily membership, percentage of attendance, membership and enrollment	Agency: 3	Records Center:	Archives Center: P Transfer to the State Archives Center. NOTE: The electronic transfer format will be determined by the Public Records Division

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Education, Department of

District Support Services

School Finance

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
05322	Kentucky Education Collaborative for State Agency Children File (KECSAC) (V)	This series documents the disbursement of funds by the Department to local school districts participating in the Kentucky Educational Collaborative for State Agency Children (KECSAC). KECSAC was established pursuant to KRS 158.135 under the Cabinet for Families and Children. The Cabinet contracted with the Training Resource Center at Eastern Kentucky University for the administration of the program. The program serves school age children committed to or in the custody of the Cabinet and placed in a Cabinet operated or contracted institution, treatment center or facility, including those for therapeutic foster care. It also includes juvenile offenders under the jurisdiction of the Department of Juvenile Justice, which also contracts with Eastern Kentucky University for the administration of the program. Approximately 54 school districts provide services for these children whose additional costs are reimbursed by the State Agency Children's Fund. Reimbursement requests are submitted to KECSAC which, along with the Department for Community Based Services and Juvenile Justice approve the district's requests. The Department of Education issues checks to the school districts from funds which flow through the Department in the amounts determined by the KECSAC administrators at ECU. Hazelwood and Oakwood students served by Jefferson and Pulaski Counties and Somerset Independent Schools are specifically excluded by statute from the program. Their budgets and reimbursement requests are submitted directly to Department for reimbursement. This series replaces 03080, Out of District Program for State Agency Children.	Series contains: State agency children appropriations and budgeting correspondence; KECSAC memorandum of agreement; program allocations; correspondence; payment documentation for the program; Hazelwood/Oakwood budgets, payments and related correspondence	Agency: 5	Records Center: 5	Archives Center:
				Transfer to the State Records Center. Destroy after audit		
05323	Support Education Excellence in Kentucky (SEEK) File	This series is used as a tool in the calculation of the distribution of SEEK funds to local school districts, as provided for in KRS 157.360. In determining the cost of the program to support education excellence in Kentucky, the guaranteed base funding level is computed by dividing the amount appropriated for this purpose by the prior year's statewide average daily attendance. As defined in KRS 157.320 (2), base funding level means a guaranteed amount of revenue per pupil to be provided for each school district, to be used for regular operating and capital expenditures. Support education excellence in Kentucky means the level of educational services and facilities that are to be provided in each district from the public school fund (KRS 157.320 (6)).	Series contains: By district tallies of free lunch applications, average daily attendance, growth, exceptional children, transportation, home and hospital, vocational average daily attendance, and prior year adjustments	Agency: 5	Records Center:	Archives Center:
				Destroy		
05324	Impact Aid Grant File	This series represents a duplicate of the applications submitted by local school districts to the U. S. Department of Education for impact aid grant funds. It includes the certification of local contributions rates and maintenance of effort. An impact aid grant is funds provided to a school district by the federal government for educating children who live in or on federal property, such as a military base for a federally subsidized housing project. A school district qualifies for the funds when 3% or greater of its average daily attendance is made up of these children.	Series contains applications for impact aid grant funds, submitted by local school districts	Agency: 1	Records Center: 4	Archives Center:
				Transfer to the State Records Center		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
District Support Services, Office of
Audit and Compliance

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
05795	Federal Reimbursement for Health Insurance Report Change Date: 6/12/2008	This series documents local school district employees and the dollar amounts that local school districts must reimburse the Kentucky Department of Education (KDE) for state-paid health insurance, administrative fees, life insurance premiums and Healthcare Reimbursement Account (HRA) premiums. This report is broken down by HRA, Administrative Fees, life insurance premiums and health insurance premiums so that the amounts can be tracked individually. An electronic file is generated from the local school district's payroll each month through the MUNIS system then the file is sent to KDE. The files are then loaded into the Federal Reimbursement Program and a report is generated. Districts then send payment by check or electronic funds transfer to KDE. When payment is received it is entered into a file in Microsoft Access. Both the electronic files and the Microsoft Access file are stored on fileserver KDEODSSA01.	This series contains: Hard copy report from local school district and copy of payments for July 2002 - September 2004. From October 2004 to present it contains a printout of the report from the electronic file and a copy of the payment, backup documentation and related correspondence and material.	Agency: 3	Records Center: 5	Archives Center:
				Transfer to Records Center. Destroy after audit.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Education Technology
School Network Services

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
04999	Local School District Technology Plans - (Documents current inventory and unmet technology needs) Change Date: 12/14/2000	This series documents the submission of technology plans, which detail current inventory and unmet technology needs for each of the 176 school districts. According to KRS 156.655, to participate in the education technology funding program, a local public school district must have an unmet technology need described in its district's technology plan and approved by the Kentucky Board of Education. The master plan for technology states that districts are required to describe unmet needs in the areas of software, hardware, building wiring, upgrades and professional development. The school districts must match equally the funds offered. From 1994 to 1996, the plans were submitted in a written format. Beginning in 1996, the plans have been submitted electronically. Currently, the submission is part of the budget process.	Series was submitted in written form in a notebook format, containing six sections. The notebooks may also contain diskettes in either Mac versions of Microsoft Works, or Intel versions of Microsoft Works.	Agency: 1	Records Center: 5	Archives Center:
				Transfer to the State Records Center. Destroy after audit		
05325	Telecommunications Billing File - (Monthly) Change Date: 12/13/2001	This series provides documentation of all telephone charges to each school in Kentucky so that the schools can receive discounts that are available to them through the Universal Service Fund. The program, which is federally funded, was created five years ago to provide discounts to schools across the United States related to telecommunication services, internet services, and internal connections.	Series contains: Summary section which lists each data circuit and its associated charge; a detail page for each circuit which lists the charges, locations and other pertinent information.	Agency: 1	Records Center: 4	Archives Center:
				Transfer to the State Records Center. Destroy after audit		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Equal Education Opportunities

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
02361	Title IV Progress Reports for U.S. Department of Education (N)	This series, done twice a year, describes in detail the use of federal funds. It describes projects, seminars, workshops, and expenditures of the activities of the Equal Education Opportunities office. The funds come from federal contracts (Title IV Proposal Documents - 02362) for program proposals. These programs are conducted in the local school administrators, faculty or community leaders. Described in this report will be parent workshops, human relations training to faculty, training to administrators for strategies to increase academics performance of students, sexual discrimination or harrassment workshops.	Person/title of state education agency (SEA); Desegregation Assistance available to local education agency (LEA); On schedule (?); Comments; activities of EEO for that 6 month period; Name of school district; Number and type of participants; Organization involved.	Agency: 1 year	Records Center: 4 yrs	Archives Center: N/A
				Transfer to State Records Center. Destroy after completion of grant.		
02362	Title IV Proposal Documents (N)	This series documents that the Equal Education Opportunity (EEO), as required by the Civil Rights Law of 1964, has fulfilled its responsibility to monitor desegregation activities of the Dept. of Education. These proposals are submitted to the U.S. Department of Education (DOE) for funding of training activities or technical assistance to local school districts who experience problems with the desegregation process. This funding provides EEO with the means of working with schools to eliminate discrimination. The U.S. DOE may change or modify the program or budget requests. This is a non-competitivwe funding program, however. There are 50 grants for 50 states. A proposal is submitted annually. The monies are there, available to the state DOE. These proposal documents are done for the purpose of budgeting and setting priorities of EEO activities each year.	Federal forms; Budget summary; Abstract (rationale, needs statement, program design); Community; Proposal assistance; Staffing; Ability to respond; Resource management/management plan; Nondiscrimination employment practice; Existing materials; Appendix; Activities of EEO	Agency: 2 yrs	Records Center: 3 yrs	Archives Center: N/A
				Transfer to State Records Center. Destroy after audit.		
02364	U.S. Office of Civil Rights Survey (N) (V)	the Office of Civil Rights conducts surveys regarding enrollment or employemtn in schools by sex, race, or handicap. These surveys are used to determine wheter or not program audits will be conducted by the Office of Civil Rights. It is also used by the state agency in the work of EEO. These are received from local education by the agencies (LEA). These districts are randomly selected. EEO will survey the information on these forms to see if there appears to be problems of any sort with the information given on the form (means of punishment, pupil assignment, specila education). EEO may flag an area of concern and bring it to the attention of the LEA. EEO will use project funds (Title IV Proposal Documents- 2362) as a means of providing training or workshops for the LEA. *It is not yet known what the reference actiivty beyond tha first year will be.	Name of school district; Address; Grades offered; Pupil statistics; Pupil assignment; Special education programs; Selected course enrollment grades 7-12; High school graduates; Signature of principal or authorized agent; Date signed	Agency: 2 yrs	Records Center: 3 yrs	Archives Center: N/A
				Transfer to State Records Center. Destroy after completion of grant and audit.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Equal Educational Opportunities

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
02360	School Desegregation Compliance Status Forms by District (Duplicate) (Federal Forms)			Agency: 10	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Exceptional Children

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02594	Local School District Program Approval Files (May Include: Approval of Minimum Foundation Program Units for Exceptional Children; Evaluation of Exceptional Program; In-Service (technical assistance); Related Correspondence)			Agency: 5	Records Center:	Archives Center: P
Transfer to State Archives						
02595	Non-Public School Approval Files (May Include: Approved Programs; Unapproved Programs; Programs in Process of Approval; Related Correspondence)			Agency: 5	Records Center:	Archives Center: P
Transfer to State Archives						
02596	State Operated Program Approval File (May Include: Program Approval, Procedures, Related Correspondence)			Agency: 5	Records Center:	Archives Center: P
Transfer to State Archives						

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Exceptional Children

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02597	Due Process File (Complaints filed) (May Include: Individual Child Referrals; Request for Hearings Before a Hearing Officer; Transcript of Hearings; Appeals; Follow-Up; Hearings Officers; Surrogate Parents) (C) KRS 160.705 (1)		Records may include: Record of hearing process and outcome; Individual Child Referrals; Requests for a Hearing; Appeals; Follow-up; Hearing Officers.	Agency: 5 yrs	Records Center: 10 yrs	Archives Center:
				Destroy after 10 years at the retention Storage Centers for permanent retention.		
02599	Federal Quota Register			Agency: 3	Records Center:	Archives Center: 5
				Transfer to State Records Center		
02600	Federal Quota Eye Report Forms			Agency: 3	Records Center:	Archives Center: 5
				Transfer to State Records Center		
02601	State Textbook Program Register			Agency: 3	Records Center:	Archives Center: 5
				Transfer to State Records Center		
02602	State Textbook Eye Report Forms			Agency: 3	Records Center:	Archives Center: 5
				Transfer to State Records Center		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Exceptional Children

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02603	Client Records - Deaf-Blind Program (Out-Of-State) (May Include: Progress Report, Medical Evaluation, Expense Vouchers) (C) (C) Title 34 CFR-Part 300, 500-560			Agency: 1	Records Center:	Archives Center:
				Destroy one (1) year after notification to 21 year old client (or guardian) of intent to destroy, or, after receipt of request to destroy from client (or guardian)		
02606	Local School District Annual Report Forms for Speech and Language (Computer Printout)			Agency: 2	Records Center:	Archives Center:
				Destroy		
02607	Annual Compilation of Local School District Annual Report Forms (Administrat			Agency: 2	Records Center:	Archives Center:
				Destroy		
02614	Local School District Site Visit Evaluation Report (Education of the Handicapped Act, Part B) (Computer Printout)			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02615	Program Plan and Grant Applications to Federal Government (Annual)			Agency: P	Records Center:	Archives Center:
				Retain in Agency		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Exceptional Children

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02616	Competitive Grant File (May Include: Education of Handicapped Act (EHA) Part B Discretionary Grant Proposals; Letters of Negotiation and Awards; Evaluation Reports; Copies of Quarterly and Annual Performance and Related Correspondence)			Agency: 5	Records Center:	Archives Center:
				Destroy after audit		
02619	Grant Entitlements (Duplicate) (May Include: Grant Proposals; Letters of Negotiation and Awards, Evaluation Reports; Financial Documents)			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
02620	Full Service Surveys (Interview type surveys for 181 school districts)			Agency: 1	Records Center:	Archives Center:
				Destroy		
02621	Capital Construction Project Folders (May Include: Correspondence with Architects Engineers; Builders; etc.; Pertaining to Construction of Buildings on Campus or School for the Blind or School for the Deaf)			Agency: P	Records Center:	Archives Center:
				Retain in Agency		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Exceptional Children

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02622	Plans, Specifications and Programming Materials (Construction on campus of School for the Blind or School for the Deaf) (Duplicate)			Agency: P	Records Center:	Archives Center:
				Retain in Agency		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Exceptional Children
School for the Blind

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02623	Deed for School			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02624	Admission Register (1842-1901)			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02625	Student Folders - Master File (May Include: Application; Medical Records; Progress Reports; Evaluations; Grades; Correspondence; Cottage Reports; Disciplinary Action) (C) (C) Title 34 CFR Part 300, 500-560			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02626	Student Enrollment List			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02627	Teachers Retirement Reports			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02628	Gifts and Bequests Documentation (wills, ledgers, invoices)			Agency: P	Records Center:	Archives Center:
				Retain in Agency		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Exceptional Children
School for the Blind

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02629	Blueprints and Specification for Buildings on Campus			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02630	Student Activity Account (May Include: Student Bank; Concession Stand; Revolving Fund; Gifts; Student Council; Music Department; Swimming Tournament; Cub, Boy and Girl Scouts; Career Fund; Class Dues and Projects; Student Employment (PTA))			Agency: 5	Records Center:	Archives Center:
				Destroy after audit		
02631	Federal Reports - Title I, IV, VI-C (May Include: Application; Budget; Expenditure Documents; Audits; Evaluation Reports; Monthly Financial Reports))			Agency: 5	Records Center:	Archives Center:
				Destroy after audit		
02632	Entertainment Account (May Include: Gifts in Memory; Small Donations; Clearing House for Meals; Scrap, Yearbook Before Sending to Frankfort on Pay-In Voucher when Amount is Large Enough to Warrant Sending)			Agency: 5	Records Center:	Archives Center:
				Destroy after audit		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Exceptional Children
School for the Blind

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02633	Special Accounts (student activity and entertainment) (Supporting Documents - May Include: Bank Statements; Cancelled Checks; Vendors; Invoices)			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
02634	School Lunch Record File			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
02635	Teacher's Register of Attendance			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02636	Principal's Annual Report (Computer Printout)			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02637	Annual School Reports to Department of Public Instruction (Includes: Bound Copies 1842- 1952)			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02638	Graduation and Dedication Programs - KSB			Agency: P	Records Center:	Archives Center:
				Retain one (1) copy in Agency		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Exceptional Children
School for the Blind

Retention

Disposition Instruction

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
02641	Student Medical Records (C) (C) Title 34 CFR, 300, 500-560			Agency: I	Records Center:	Archives Center:
				Transfer to Master file in Superintendent's/Business Office after graduation or leaving KSB.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Exceptional Children
School for the Deaf

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02642	Pupil Registers (1888-) (Listing names and other items of identification) (C) (C) Title 34 CFR, Section 300, 500-560			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02643	Master Card File - Students			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02644	Student Folders (May Include: Application; Health Records; Progress Reports; Evaluations, Grades and Related Correspondence) (C) (C) Title 45 CFR Section 300, 500- 560			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02645	List of Board of Trustees of the School Under the Jurisdiction of Centre Col			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02646	Personnel List (1923-)			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02647	Employee Master Card File			Agency: P	Records Center:	Archives Center:
				Retain in Agency		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Exceptional Children
School for the Deaf

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02648	Teachers Retirement Reports (Computer Printout)			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02649	KSD Special Accounts (May Include: Vendor's Invoices; Booster Club; Indigent Children's Fund; Incidental Fee; Athletic Fund; Library Fund)			Agency: 3	Records Center:	Archives Center:
				Destroy after audit.		
02650	School Lunch Record File			Agency: 3	Records Center:	Archives Center:
				Destroy after audit.		
02651	Employee's Earning Record			Agency: 3	Records Center:	Archives Center:
				Destroy after audit.		
02652	Student Folders (May Include: Application; Evaluation; Progress Reports; Grades) (C) (C) 34 CFR Part 300, 500-560			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02653	Teacher Files			Agency: 2	Records Center:	Archives Center:
				Destroy		
02657	Card Catalogue Books			Agency: P	Records Center:	Archives Center:
				Retain in agency		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Exceptional Children
School for the Deaf

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02658	Card Catalogue - Audio Visual Materials			Agency: P	Records Center:	Archives Center:
				Retain in agency		
02659	Accession Record (Books)			Agency: 5	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Finance and Administration
Buildings and Grounds

Retention

Disposition Instruction

Series	Records Title and Description	Function and Use	Contents	Retention		
02579	Schedule of Maintenance and Operation Workshops			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02580	Deeds to Buildings and Lands in School Districts (Duplicate)			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02583	Project Folders (May Include: Application for Building; Tentative Specifications; Division of Instruction Approval of Education Specifications of School Buildings; Submission of Plans to Dept. of Health and Fire Marshal - Duplicate; Tabulation of Bids; Copy of Construc			Agency: I	Records Center:	Archives Center:
				Destroy five (5) years after acceptance of construction		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Finance and Administration
Facility Survey Unit

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02509	Facility Surveys Local School Districts			Agency: P	Records Center:	Archives Center: P
				Retain one (1) copy in Agency. Transfer one (1) copy to State Archives at time of printing. Destroy excess copies when no longer useful		
02510	Spot Maps			Agency: 5	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Finance and Administration
Free Textbook Services

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02528	Process Agents (Form TC-1) (Ky. resident (person or corporation) upon whom process may be served)			Agency: I	Records Center:	Archives Center:
				Destroy three (3) years after termination of contract, and audit		
02529	Textbook Filing Fees (Form TC-2) (List of Textbooks and Filing Fees by Publishers)			Agency: I	Records Center:	Archives Center:
				Destroy three (3) years after termination of contract, and audit		
02530	Special Editions (Form TC-3) (Revision or Special Edition of a Textbook for Kentucky)			Agency: I	Records Center:	Archives Center:
				Destroy three (3) years after termination of contract, and audit		
02531	Textbook Bids (Form TC-4) (Official Bid Forms Completed by Publishers)			Agency: I	Records Center:	Archives Center:
				Destroy three (3) years after termination of contract, and audit		
02533	Publisher's Bonds (Form TC-7) (Official Bond for Textbook Bids and Contracts)			Agency: I	Records Center:	Archives Center:
				Destroy three (3) years after termination of contract, and audit.		
02534	Tabulated Textbook Bids (Form TC-8) (Compiled List of All Textbook Bids Submitted to the Commission)			Agency: I	Records Center:	Archives Center:
				Destroy three (3) years after termination of contract, and audit.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Education, Department of
Finance and Administration

Free Textbook Services

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
02535	Multiple Textbook List and Adoption Form (TC-9 and TC-6 Combined) (State Multiple List of Textbooks and Adoption Form Used in Local School District Adoption Process)			Agency: I	Records Center:	Archives Center:
				Destroy three (3) years after termination of contract, and audit.		
02536	Designated Textbook List (TC-9A) (Textbooks Designated by State Textbook Commission to be Used by School Districts that Fail to Adopt)			Agency: I	Records Center:	Archives Center:
				Destroy three (3) years after termination of contract, and audit.		
02537	District Adoption Report to Publishers (Form TC-11) (Serves as a Contract Between School Districts and Publishers)			Agency: I	Records Center:	Archives Center:
				Destroy three (3) years after termination of contract, and audit.		
02540	Textbook Allocations (Form FT-1B) (Record of Textbook Allocation to School Districts)			Agency: I	Records Center:	Archives Center:
				Destroy three (3) years after allocations made, and audit.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Finance and Administration
Free Textbook Services

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02541	District Textbook Accounts (Form FT-2) (Computer Generated Ledger Sheet Showing Current Balance of Free Textbook Funds for Each School District)			Agency: I	Records Center:	Archives Center:
				Destroy when no longer useful		
02542	Textbook Allocation Statements (Form FT- 2A & 2B) (Report of Local District Reflecting Available Funds)			Agency: I	Records Center:	Archives Center:
				Destroy when no longer useful		
02543	Custodial Bond (Form FT-3) (District Superintendent's Bond, as Custodian of Free Textbooks) (This record no longer generated)			Agency: I	Records Center:	Archives Center:
				Destroy when no longer useful		
02544	Annual Report on Free Textbooks (Form FT-8 & FT-8A) (Previous Years Purchases, Usable Textbooks, Losses, Membership and needs for Coming year)			Agency: I	Records Center:	Archives Center:
				Destroy three (3) years after contract for textbooks purchased has terminated.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Finance and Administration
Free Textbook Services

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
02545	Textbook Requisitions (Form FT-9 & FT-9A) (Requisitions from School Districts to Division of Instructional Media)			Agency: I	Records Center:	Archives Center:
				Destroy three (3) years after contract for textbooks purchased has terminated.		
02546	Publisher's Order Record (Form FT-11) (Annual Publisher's Report of School District Purchases) (Computer Printout)			Agency: I	Records Center:	Archives Center:
				Destroy three (3) years after termination of contract, and audit.		
02547	District Textbook Purchases (Form TC-12) (List of Books Purchased and Inventory of Number of Textbooks in Each District)			Agency: I	Records Center:	Archives Center:
				Destroy three (3) years after termination of contract and audit.		
02548	Exchange Credit Memorandum Report (Form FT-14) (Annual Report of Purchases to Publishers for Exchange Credit)			Agency: I	Records Center:	Archives Center:
				Destroy three (3) years after termination of contract, and audit.		
02549	Exchange Credit Memorandum Record (Form FT 14A & 14B) (Record of Credit Memoranda from Publishers)			Agency: I	Records Center:	Archives Center:
				Destroy three (3) years after termination of contract, and audit.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Finance and Administration
Free Textbook Services

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
02550	Exchange Credit Memorandum (Rebates from vendors on exchange of books) (Duplicate)			Agency: I	Records Center:	Archives Center:
				Destroy three (3) years after termination of contract.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Finance and Administration
Pupil Transportation

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02555	School Bus Accident Summary (Computer Printout)			Agency: 1	Records Center:	Archives Center:
				Destroy when no longer useful.		
02556	Budget Costs (Computer Printout)			Agency: 1	Records Center:	Archives Center:
				Destroy when no longer useful.		
02557	Intent to Purchase School Buses			Agency: 10	Records Center:	Archives Center:
				Destroy		
02558	Invitation to Bid on School Buses (Duplicate)			Agency: 10	Records Center:	Archives Center:
				Destroy		
02559	School Bus Chassis and Body Orders			Agency: 10	Records Center:	Archives Center:
				Destroy		
02560	Annual School Bus Drivers' Data Sheet			Agency: 10	Records Center:	Archives Center:
				Destroy		
02561	School Bus Accident Reports (Computer Printout)			Agency: 5	Records Center:	Archives Center:
				Destroy		
02562	Pupil Injury Reports (Computer Printout)			Agency: 5	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Finance and Administration
Pupil Transportation

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02564	Application to Receive Reimbursement for Transporting Pupils to KY. Vocation			Agency: 3	Records Center:	Archives Center:
				Destroy after audit.		
02565	District's Certification of Payments made for Pupil Transportation to Vocati			Agency: 3	Records Center:	Archives Center:
				Destroy after audit.		
02566	District's Certification of Transportation for Home Trips (Pupils Attending KY. School for the Deaf and Blind)			Agency: 3	Records Center:	Archives Center:
				Destroy after audit.		
02567	School Bus Insurance Policies (Each District) (Duplicate)			Agency: 3	Records Center:	Archives Center:
				Destroy		
02568	Monthly Vehicle Inspection Certificates			Agency: 3	Records Center:	Archives Center:
				Destroy		
02569	Annual Report of Insurance on Vehicles (Computer Printout)			Agency: 3	Records Center:	Archives Center:
				Destroy		
02570	Annual Bus Route Maps			Agency: 3	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Finance and Administration
Pupil Transportation

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02571	Certifications of Attendance (from Division of Pupil Personnel Attendance and Accounting)			Agency: 2	Records Center:	Archives Center:
				Destroy		
02574	Tentative Calculation Graphs - Minimum Foundation Program			Agency: 2	Records Center:	Archives Center:
				Destroy		
02575	Tentative Calculation Tables - Minimum Foundation Program			Agency: 2	Records Center:	Archives Center:
				Destroy		
02576	Certification for Local Bus Purchases			Agency: 2	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS
RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Fiscal Control

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
02357	Grant Award Letters			Agency: I	Records Center:	Archives Center:
				Destroy three (3) years after termination of grant and audit		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Instruction

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02480	Lincoln School and Lincoln Institute Student Transcripts, Credits, Teacher's			Agency: 10	Records Center:	Archives Center: P
				Transfer to State Archives		
02481	Educational Program Approval			Agency: 5	Records Center:	Archives Center: 25
				Transfer to State Records Center		
02482	Experimental Program Approval			Agency: 5	Records Center:	Archives Center: 25
				Transfer to State Records Center		
02483	Kindergarten Unit Allocations			Agency: 5	Records Center:	Archives Center: 25
				Transfer to State Records Center		
02484	Community Education Grant Applications			Agency: 5	Records Center:	Archives Center: 25
				Transfer to State Records Center		
02485	School Facilities Surveys			Agency: 1	Records Center:	Archives Center:
				Destroy when superseded		
02491	Ledger of Entitlements, Allotments and Payments of Approved Reimbursement			Agency: 2	Records Center:	Archives Center: P
				Transfer to the State Archives Center		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Instruction

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
02492	List of Grants			Agency: 3	Records Center: P	Archives Center: P Transfer to the State Archives Center
02493	School Guidance Plan (N) NA	The function of this series is to provide documentation of the services and activities used for guidance purposes with students in the local shcool system. Guidance is defined as the assistance to students for career/educational/social decisions for their future. Plans may include individual counseling or group counseling activities. The plans and evaluations are plans of guidance service developed by counselors in local school districts. The counselors are required to develop and submit the plans to the Division of Student Services by State regulations as required by KRS 158.660-158.830. Additionally, the plans and evaluations are kept for the purpose of documenting that the local school districts are in compliance with the statutory regulations. Once these plans have been reviewed for program evaluation and recommendations and modifications have been put in place, these plans serve no other purpose.	1. Plans and evaluations of guidance programs (Activities, services) 2. Letters notifying districts that plans have been received. 3. Memos to Division of Certification Verifying that districts are in compliance with state standards.	Agency: 2 yrs	Records Center: 3 yrs	Archives Center: NA Transfer to State REcords Center. Destroy after audit.
02494	Supervisor's Reports of Guidance Services			Agency: 2	Records Center:	Archives Center: Destroy
02495	Entitlement Sheets Per District (Master or file copy)			Agency: 2	Records Center:	Archives Center: Destroy
02496	Guidance Counselor's Report (Computer Printout)			Agency: 1	Records Center:	Archives Center: Destroy
02497	School Guidance Program (Duplicate)			Agency: 1	Records Center:	Archives Center: Destroy

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Instruction

Records Title		Retention		
Series	and Description		Disposition	Instruction
02498	Division Plan	Agency: 1	Records Center:	Archives Center:
		Destroy		
02499	Grant Applications (Duplicate Law Enforcement Assistance Administration Grants)	Agency: 3	Records Center:	Archives Center:
		Destroy		
02877	Federal Driver Education Project	Agency: 3	Records Center:	Archives Center: 12
		Transfer to State Records Center. Destroy after audit		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Instruction
Accreditation and Program Audit

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02486	Organization and School Reports (Computer Printout)			Agency: 10	Records Center:	Archives Center: P
				Transfer to State Archives		
02487	Elementary Standards			Agency: 10	Records Center:	Archives Center: P
				Transfer to State Archives		
02488	High School Standards			Agency: 10	Records Center:	Archives Center: P
				Transfer to State Archives		
02489	Child Care Ledgers			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Internal Administration and Support

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
04413	Official Ballot File for Board of Trustees Election, Teachers' Retirement System Change Date: 9/13/2001	This series documents the election of candidates to fill positions on the Board of Trustees of the Kentucky Teachers' Retirement System each year as terms expire. An election is held each year on or before June 1 to elect a new trustee(s), as required in KRS 161.260. The trustee(s) elected depends on the respective terms. The elected trustee(s) assumes office on July 1 following his election and will serve for a term of four years. The elections are by ballot under the supervision of the chief state school officer. Each person who is a contributing member or an annuitant of the retirement system may vote. The ballots are mailed from the Teachers' Retirement System offices and returned to the Department of Education for counting.	Series contains ballots and envelopes	Agency: I	Records Center: 3	Archives Center:
				Transfer to the State Records Center upon completion of tabulation of ballots		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Internal Administration and Support
Accounting

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
04048	Authorization to Acquire Investments/Loans (N) NA	This series documents the request and purchase information for investments of the Department of Education (DOE). The Division of Purchasing, DOE, initiates this form upon request of a local school district. It is sent to the Office of Financial Management and Economic Analysis, Finance and Administration Cabinet, for approval (OFMEA). OFMEA authorizes the Department of Treasury to secure the investment by issuing the warrant through the Division of Accounts, Finance and Administration Cabinet. This series aids the Division of Accounting, DOE, in monitoring the investment for a local school district, and may be referenced for routine accounting activities or to make corrections or changes, if necessary.	Investment/Loan (IL) No.; Vendor; Vendor ID no.; Date; Acquired for; Requested by; Voucher no.; Description; Transaction Code; Fund; Cabinet, department, division, program/project no.; Amount.	Agency: Indefinite	Records Center: 3 years	Archives Center: NA
				Transfer to the State Records Center 2 years after the maturity of the investment.		
04049	Report and Proof of Loss (N) NA	This series documents payments made to the agency for property losses and damages from the State Fire and Tornado Insurance Fund. The Division of Purchasing, Department of Education (DOE), initiates this action before submitting it to the Division of Accounts, Finance and Administration Cabinet. The Division of Accounting, DOE, references the document when corrections or changes are necessary for accounting purposes.	Loss Claim No.; Transaction Code; Fund; Agency ID; Amount; Agency suffering loss; Building nos.; Description of items and extent of loss; (For Dept. of Insurance Approval) Amount Applying/Approved/Deductible /Total; Description of loss (when, where, how); Signature of agency representatives, and Dept. of Insurance Agent; Signature of Approval from Office of Policy and Management/Date, and Div. of Accounts (DOE)	Agency: 2 years	Records Center: 3 years	Archives Center: NA
				Transfer to the State Records Center. Destroy after audit.		
04050	Auditor's Reports and Financial Statement (N) NA	This series documents the financial audit of various agencies who are sub-grantees of federal monies with responsibilities to the Department of Education. The federal Office of Management and Budget, Circular 128, Single Audit Act, requires all agencies receiving federal grant monies of at least \$25,000 to be audited. These agencies, such as a summer camp, private school, or a daycare, would apply to the appropriate division, School Food Services, for example, for the grant money it was requesting.	Letter of Transmittal; Financial Statement; Statistics; Notes to Statements; Compliance Reports; Audit Results.	Agency: 2 years	Records Center: 3 years	Archives Center: NA
				Transfer to the State Records Center.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Education, Department of

Internal Administration and Support

Division of Accounting

Retention

Disposition Instruction

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
03552	Capital Construction Secretary's Order-- Authorization/Funding Request (N) NA	This series reflects the expenditure of funds of the Department of Education (DOE) as they are completed for capital construction projects. The form is completed each time a transaction takes place. It used in the Division of Accounting to check against the appropriate monthly activity reports to determine if any discrepancies exist. The Division of Facilities Management originates all activity of a capital construction project. The Division of Accounting, DOE will not keep a complete file on a particular capital construction project. Each transaction stands on its own.	Date; File No.; Capital Construction Form # (assigned); Account No.; Name of Agency; Project Title; Project Location; County; Allotments; Receipts/Transfers; Appropriations; Revised Balances; Transaction Codes.	Agency: 2 yrs	Records Center: 3 yrs	Archives Center: NA
				Transfer to the State Records Center. Destroy after audit.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Learning Programs Development
Curriculum Development

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03075	Gifted/Talented District Program Folder (N) (V)	This series documents the progress of the Gifted/Talented Education program in each school district, as well as providing the information on which to base decisions as to which programs are funded and the amount. In addition this series provides the data used to compile the Kentucky Gifted Education Program Directory, a publication distributed to all school districts summarizing the results of funded programs statewide by district, and the Advisory Council on Gifted/Talented Education's biennial report to the Legislative Research Commission. In order to receive state funding, local school districts must submit yearly funding applications for review and approval. In addition, districts must submit a summative evaluation at the conclusion of each school year. The districts are limited in the number of units for which they can qualify. This series is the only complete primary source record of the Kentucky Gifted/Talented program. This experimental program was established by KRS 158.600 - 158.620 (copy attached).	Folders may include: Applications from school districts, a through plan of the content of the program and instruction area to be targeted; certification of teachers involved in the program; program evaluation; funding expenditure reports and updates as necessary; progress reports from the districts; designation of units funded; program related correspondence; and yearly reports from the school district.	Agency: 1 yr	Records Center: 5	Archives Center:
				Destroy after 5 years and audit.		
04051	Parenting and Life Skills Curriculum File (N) NA	This series documents local school district records pertaining to the development of curricula for the Parenting and Life Skills Education Program. The Parenting and Life Skills Education Program was mandated in 1989 pursuant to KRS 158.979. Even though the enabling legislation was repealed as a result of the 1990 Kentucky Education Reform Act, some school districts have elected to keep the program. The curriculum deals with educating students about sexual issues. It has been a controversial topic in the districts as each was determining areas for curriculum development. In some districts, there was considerable community participation and activity, not to mention opposition to contents of the curriculum. The local districts submit their proposals to the Department of Education (DOE) for approval and modification, based on established guidelines. The federal government has provided part of this grant (approximately \$250,000/year for 5 years) specifically for educating the students about AIDS (Acquired Immune Deficiency Syndrome).	District Plans, Proposals, curricula, guidelines, correspondence	Agency: 2 years	Records Center: 3 years	Archives Center: NA
				Transfer to the State Records Center. Destroy after audit. NOTE: Series must be reviewed by State Archivist prior to destruction.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Education, Department of
Learning Programs Development
Student/Family Support Services

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
04225	Experimental School Psychology Grant Application File (N) NA	CLOSED-This series documented the districts that applied for grant funds in order to provide school psychological services within the local school district. The purpose of the grant was to encourage delivery of these services in a comprehensive manner. School psychological services are those services that would help or enable a student to better deal with various problems-school related or personal. Some examples are psychological/educational assessment, psychological consultation, educational intervention, counseling, professional development research. This was a state funded grant. Each of the interested school districts filed one application. Twenty schools were approved the first biennium (1986-88). The same twenty plus an additional fifteen were approved for a second and third biennium from the same application (1988-92). The data forms from the districts were sent to an education researcher at Rutgers University for compilation of an Annual Report (M0022). The Department of Education has copies of the Annual Report. The report reveals results in the areas of peer/adult relationships, self-esteem, self-confidence and discipline, acceptance of responsibilities, attitude toward school, working independently, among others. The report will reflect work done in math and reading programs, as well as the benefits to teachers from the activities provided by the grant. It serves as an evaluation of the programs funded by the grants. The project ended with the passage of the Kentucky Education Reform Act.	Grant application; Application Review Sheets; Notification of acceptance/rejection of grant.	Agency: 0	Records Center: 3 years	Archives Center: NA
				Transfer to the State Records Center. Destroy three years after closure of grant and audit		
04226	Internship File (Y) KRS 61.878 (1)(a)	CLOSED-This series documents the work and completion of certification requirements for school psychologists as mandated by state law. The Internship Program is a component of the education process, much like student teaching, to fulfill certification requirements. The intern is under the supervision of another psychologist for one semester. The Kentucky Department of Education no longer maintains this file. It is maintained with other student records by the university where the student is enrolled. Supervision of the intern is also done by the university staff. Documentation of the completion of the program is found in the Teacher Certification File (02500). *Reference would be minimal, possibly verification of program activities.	Approval letter for internship site; Progress Reports; Notification letter of completion of internship period (Pass/Fail)	Agency: 0	Records Center: 40 years	Archives Center: NA
				Transfer to the State Records Center		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Education, Department of

Learning Programs Development

Student/Family Support Services

Retention

Disposition Instruction

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
04227	School Psychology Certification Exam and Results File (N) NA	CLOSED-This series documented the certification examination and test results of school psychologists. The exam reflects the actual test responses of those pursuing certification as well as the graded responses of supervisors. Once graded, the results were filed in the Teacher Certification File (02500). The state now conducts the exam through the National Teachers Exam (-School Psychology Specialty). It is administered in Kentucky four or five times a year. It allows for better reciprocity and consistent practices between states. The test is part of a 70-hour graduate program above the Bachelor's degree level. One must practice at least one of the first three years of eligibility to have continuing certification status. *There is little reference unless possibly someone had left the state and returned within a three-year period of time, or questions concerning satisfaction of requirements.	Examination questions; Exam responses; Grading results; Exam criteria; Reviewers comments; Letters of notification; Committees records on test items.	Agency: 0	Records Center: 40 years	Archives Center: NA
				Transfer to the State Records Center		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Education, Department of
Learning Support Services
Instructional Strategies

Retention

Disposition Instruction

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
04211	Commonwealth District Diploma File (Y) KRS 61.878 (1)(a)(i)	This series will document names of student participants in the Commonwealth District Diploma Program (CDD), teachers that participate in instructional classes, reimbursement to the districts for advanced placement testing, and the students that pass the series of tests to achieve the diploma. The purpose of the program is to encourage high academic achievement; to encourage more students to attend college; to improve the working relationship between high schools, colleges and universities; and to allow students to gain college credit prior to attending college. Title 704 KAR 3:340 sets forth the conditions and criteria under which a Commonwealth Diploma is to be issued. Following classroom instruction, the students are given a series of tests, upon which a particular composite score must be made in order to receive reimbursement for the costs of the exams. (The student will pay the fee initially. The school district will reimburse the student, and the state will reimburse the school district.) Most of the students in the program will be high school juniors and seniors with the exception of some gifted students that may begin sooner.	Voucher for reimbursement for examination costs; List of candidates for the diploma from the school district; Verification of students from the superintendent/school program coordinator; Participation Registration Form (Course work, teachers, grade level of instruction); Correspondence; Duplicate letter to student of examination/diploma status	Agency: 2 years	Records Center: 3 years	Archives Center: NA
				Transfer to the State Records Center. Destroy after audit		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Legal and Legislative Services

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
02352	Case Files (Brought before the Board of Claims or tried in court system) (Includes duplicate court documents and attorney notes)			Agency: I	Records Center:	Archives Center:
				Destroy five years after final disposition of case and when no longer useful		

STATE AGENCY RECORDS
RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Office of Academic and Professional Development

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
05332	Sample Writing Portfolio File			Agency:	Records Center:	Archives Center:

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Education, Department of

Office of District Support Services

Division of Facilities Management

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction
02581	Building Design Submission Development Plans Change Date: 12/14/2006 (V)	This series documents the proposed design of new construction, additions to and remodeling of public school buildings. The Division of Facilities Management reviews school plans and specifications prior to these being released by the School Superintendent for bidding. The review is to insure compliance with specifications and requirements outlined in 702 KAR 4:170 (design criteria for schools) under the procedures in 702 KAR 4:160. Criteria include standards for minimum area of instructional and support spaces, minimum ceiling heights and illumination, required number of voice, power and data outlets, etc. Changes caused by Facilities Management review comments are added by addenda. This series does not document what is ultimately received by the bidders or what is actually built. It represents conditional approval to the Superintendent to advertise for bids. Final plans and specifications are reviewed in full by the Department of Housing, Building and Construction (HBC) prior to any work being done. This review is sometimes delegated to a certified local jurisdiction. Once all plans are reviewed and approved, they become the on-site, official contract documents. The documents included in this series are not updated. They remain as they were in the design stage. To document what was actually constructed, "record drawings" are prepared at project completion by the contractors and architect, and these document the facility "as built". The record drawings are retained by the School District. The documentation at this final stage would be the most relevant to information collecting for Homeland Security considerations. The Division of Facilities Management retains the design review series during the course of construction as a reference in approving change orders and to document the approved design.	The series consists of two parts for each project to be bid, a specifications book and a roll of architectural drawings. The specifications book follows the content and organization guidelines of the "Master Format for Bidding and Contract and General Requirements". This publication is followed as a standard by the American Institute of Architects (AIA). The roll of drawings references site development, building sections and elevations, structural support, mechanical, electrical, plumbing and fire protection systems, and special systems such as data and phone network wiring and audio systems such as intercoms.	Agency: 3 Records Center: 7 Archives Center: Retain full set of specifications and plans at the agency for three years. Destroy (recycle) specifications books at three years and transfer plan drawings to State Records Center. Agency to notify appropriate school district prior to destruction (recycling) of plan drawings at ten years.

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Education, Department of
Office of Internal Administration
Division of Accounting

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03565	Monthly UPS Reports (N) NA	This series is used to document personnel/payroll activities of the divisions of the Department of Education. It aids in preparing budgets, tracking grant reports, checking and balancing time questions of personnel, and audits. It is produced twice each month by the Department of Personnel.	Date; Department ID; Division ID; Fund ID; Budget Unit; Grant No.; Voucher No.; Payroll Deductions; Time Deductions; Disbursements; Amounts.	Agency: 2 yrs	Records Center: 3 yrs	Archives Center: NA
				Transfer to the State Records Center. Destroy after audit.		
03564	Monthly Accounting Status Reports-7000 Series (N) NA	These reports reflect monthly details and analysis of expenditures of the Department of Education. The reports are provided to the Division of Accounting by the Division of Computer Services, Department of Education. The information on the Monthly STARS Reports (03562) is compared to the information on the Monthly Accounting Status Reports-7000 Series. This helps to find errors, due either to programming or input. The series includes payroll summaries (Report 7860, Payroll Analysis by BUN, Fund/Program, Organization, Name) as well as details of monthly expenditures.	Date; Department ID; Division ID; Fund ID; Voucher No.; Amounts transferred, dispersed; Transaction Codes; Type of Expenditure; Agency Object Code.	Agency: 2 yrs	Records Center: 3 yrs	Archives Center: NA
				Transfer to the State Records Center. Destroy after audit.		
03562	Monthly STARS Reports (N) NA	This series of reports are received from the Division of Accounts, Finance and Administration Cabinet from STARS. These printouts serve as reference tools to various Department of Education divisions with monthly summaries of details of expenditures, budget analyses, etc. The following are reports currently being received in the Division of Accounting, Department of Education: Monthly Allotment Detail, Monthly Cash Control Detail, Revenue Detail by Cabinet, Monthly Allotment, Monthly Allotment File Listing, Monthly Cash Control File Listing, Monthly Revenue Summary, Monthly Report of Outstanding Encumbrances, Monthly Management Budget Analysis by Department, Monthly Management Budget Analysis by Division, Monthly Appropriation/Allotment Analysis, Monthly Subsidiary Detail Report.	Date; Department ID; Division ID; Fund ID; Amount of money transferred, disbursed; Voucher No.; Transaction Codes; Type of Expenditure; Agency Object Code	Agency: 2 yrs	Records Center: 3 yrs	Archives Center: NA
				Transfer to the State Records Center. Destroy after audit.		
03563	District Payment Register (N) NA	This series provides information on grant expenditures of the local school district. Also, expenditures on Purchase Contract (03560) are reflected on this report. The report is done twice annually.	Name of School District; Check and Voucher Nos.; Amounts; Budget Unit; Location Code; Invoice.	Agency: 2 yrs	Records Center: 3 yrs	Archives Center: NA
				Transfer to the State Records Center. Destroy after audit.		

STATE AGENCY RECORDS
RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Public Instruction
Compensatory Education

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
02405	Audit Reports - Title I Programs			Agency: 5	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Public Instruction
Title IV

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02406	Program Evaluation Reports (Computer Printout)			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02407	Title IV State Plan			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02890	ESEA Project Folders (Old Title II, Title IV or Chapter II) (May Include Applications, Approvals and Financial Records of Reimbursements)			Agency: 1	Records Center:	Archives Center: 4 Destroy
				Transfer to State Records Center.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Research and Planning
Evaluation

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02902	Research Survey Responses			Agency: 2	Records Center:	Archives Center:
				Destroy		
02437	School Data Forms			Agency: 3	Records Center:	Archives Center:
				Destroy		
02432	Enrollment Projections			Agency: 5	Records Center:	Archives Center:
				Destroy		
02433	Management Information Committee Records (Includes Forms Inventory, Collection of Forms, Minutes of Meetings, Progress Reports, Related Correspondence)			Agency: 3	Records Center:	Archives Center:
				Destroy		
02434	Federal Reports (Completed) (Duplicate)(Computer Printout)			Agency: 3	Records Center:	Archives Center:
				Destroy		
02436	Central Office Data Collections Forms			Agency: 3	Records Center:	Archives Center:
				Destroy		
02903	Essential Skills File			Agency: 2	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Research and Planning
Evaluation

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
03392	Local School Districts Annual Performance Report (Computer Printout)			Agency: 3	Records Center:	Archives Center: P
				Transfer to State Archives		
03493	Research and Evaluation Reports of Programs Mandated by the Legislature (Computer Printout)			Agency: 5	Records Center:	Archives Center: 5
				Transfer to State Records Center. NOTE: Retention must be reviewed prior to destruction. Destroy after audit.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Research and Planning
Testing

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
03194	Local School District Test Scores (N)	This series documents the test scores required by the Educational Improvement Act, KRS 158.650 - 158.750. This department shall purchase or cause to be developed tests appropriate to the Commonwealth of Kentucky for measuring student progress and achievement in the basic skills in grades 3, 5, 7 and 10. These tests shall be reviewed for appropriateness and shall be modified or revised as is necessary. The tests are administered annually. Subjects include Math, Reading, Library Research Reference Skills, Spelling and Writing. These are the final reports for districts and/or schools for a particular year. The totals are by grade, by school and by district. These records are public records and provide public information as needed. The records do have administrative research purposes. The results would be used in program evaluation, etc. Since the copy which exists in the Dept. of Education is the only composite copy of the records, it has an important research value for scholarly pursuits, doctorate program studies, etc. Also, the Dept. of Education is required to offer assistance to local school districts in developing improvement programs for school systems which are identified as educationally deficient. The scores are important also in providing assistance to local school districts in interpretation of the test results. These scores are used by school districts for annual performance reports, accreditation reports, evaluations by the Dept. of Education, and serve as a basis for all educational improvement plans. This set of tests results is the only complete copy of state scores for the Kentucky Essential Skills File (SN 02903). The statistical data in this file provides valuable research data that is not found elsewhere.	Name of School District, test scores, grade level, name of school, dates	Agency: 2 yrs	Records Center: NA	Archives Center: Perman ent Transfer to State Archives Center.

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Resource Management
Facilities Management

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
02468	Authorization Summary File - Daily Update Control - 4 (Monthly data processing printout)			Agency: 1	Records Center:	Archives Center:
				Destroy six (6) months after annual report is printed		
02469	Facilities Utilization Report (BRS-76)			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
02470	Facilities Staffing Pattern and Salary Schedule (BRS- 76)			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
02471	Facilities Utilization Report Summary			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
02472	Automated Case Service Information System (Summary of daily payments)			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
02473	Analysis of Client Days			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
02474	Authorization Summary File - Daily Update Control (Annual Cumulative Report)(Computer Printout)			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Resource Management
Facilities Management

Records Title Series and Description		Function and Use	Contents	Retention Disposition Instruction		
02475	Facilities Quarterly Committee Meeting Reports			Agency: 3	Records Center:	Archives Center:
Destroy after audit						
02879	Project Folders - Maintenance Files (May Include: Application for Building; Tentative Specifications; Office of Education Approval of Education Specifications of School Buildings; Submission of Plans to Dept. of Health and Fire Marshall - Duplicate; Tabulation of Bids; Copy of Construction			Agency: 1	Records Center:	Archives Center: 25
Transfer to State Records Center after completion of project.						
03081	Accident Reports & Related Correspondence (N)	Accident reports in Kentucky vocational schools for the period. These accident reports document accidents of record both for the school and the individual. Included in the information is the cause of the accident, damages or bodily injury that resulted, corrective action that was taken, and specific indication of the type of accident that is involved. These accidents are maintained on a file list in order to generate an annual report, cumulative in nature, of all accidents in Vocational schools for that particular year. Training sessions can then be directed to specific program needs.		Agency: 2 yrs	Records Center: 3 yrs	Archives Center: NA
03082	Semi-annual Safety Certification Folders (N)	This series documents the activities of the school districts, and the individual vocational schools within the districts, having to do with safety. The Department of Education provides workshops for the training of individuals selected from each district to act as safety inspection personnel for their district. These workshops are taught by OSHA officials who then issue certifications to the attendees successfully completing the requirements of the workshop. These certified individuals in turn have the responsibility for safety training in their individual schools as well as doing safety inspections. They may also serve on a regional safety commission self study group. This series provides a record of the safety programs in each district. It is used to monitor these programs and as a planning tool. The records in this eries begin in 1980 when this unit was established.	Safety Inspection Form (check-off type); Correspondence from the dept. to the district containing an analysis of the inspection and defining specific deficiencies and out-lining corrective measures necessary; Training certificates of inspectors; and memos to the file outlining any corrective measures which have been completed.	Agency: 2 yrs	Records Center: 3 yrs	Archives Center: NA
Transfer to State Records Center after 2 years. Destroy after 5 years.						

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Education, Department of

Resource Management

Facilities Management

Retention

Disposition Instruction

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
03083	Physical Security Surveys	These records document the result of physical security surveys conducted by Facilities Management's Safety/Security Consultant at Kentucky vocational education facilities. The records are maintained because of the need to identify facilities which perhaps did not meet the security standards that were expected. Follow-up contacts are made to ensure compliance with the deficiencies cited. Additionally, these records note patterns of safety/compliance deficiencies as they may occur at a given location.		Agency:	Records Center:	Archives Center:

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Resource Management
School Food Services

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
02453	National School Lunch and Breakfast Program File (This File Contains School Food Service Application (previously Series 02454) and Annual Agreement) (N)	7CFR Part 210 is the congressional Federal Regulations to the United States Department of Agriculture (USDA) Federal Register National School Lunch Program; part 220 states Federal Regulations for the National School Breakfast Program. These federal regulations are passed by Congress. It is then the responsibility of the USDA to write these regulations for distribution to the state agencies. Section 210.0 (a) - Application - An official of the school food authority shall make written application to the State Agency for any school in his jurisdiction in which it desires to operate the School Lunch and/or School Breakfast Program. Applications shall provide the State Agency with sufficient information to determine the eligibility of the school for financial aid as required by federal regulations and guidance materials. Section 210.0(b) - Annual Agreement - Each year the State Agency shall require each school food authority to maintain a current written agreement on file with the State Agency. This agreement must contain, as a minimum, specific administrative and operational conditions as prescribed by the Federal Regulations for the National School Lunch Program Part 210 and the School Breakfast Program Part 220.	Application: Name of Contact Person, Phases of School Food Services (lunch, breakfast, milk, residential), Classification of school (grade levels); Periods of operation; Estimated no. people; National School Lunch Prog. - Prices (full/reduced); School Breakfast Program - Prices (full/reduced); Severe Need breakfast eligibility; Special Milk Prog.; Signature of Superintendent or Administrator. Instructions. Agreement: What the state agency agrees to; What the school food authority agrees to; What the state agency and school food authority mutually agree to; This agreement is hereby executed on behalf of the local school district (requires signature of school superintendent or legal representative); This agreement is hereby executed on behalf of Ky. Dept. of Ed. (signature of KDE Rep.); Attachment A and B	Agency: 1 yr	Records Center: 4 yrs	Archives Center: N/A Destroy five years after audit and submission of year end financial status report to the Federal Gov. and after any litigation, claims or audit findings which were begun before expiration of the 5 year period, have been resolved.
02455	Application for Equipment under School Lunch Program (N) NA	The Food Service Equipment Assistance Program (FSEA) was discontinued by the U.S. Department of Agriculture in 1981, however, records relating to the federal funds of the National School Lunch Program used to purchase food service equipment through the FSEA Program are to be retained on file until equipment has amortized. This is only to retain records of equipment currently in use. The series closed in 1981. This was not replaced by another series. The local school food authority or school system is responsible for funding, purchasing and/or supplying their own equipment. (Records at present pertain to equipment that was purchased under the FSEA Program.)	Bid contracts, purchase invoices, General correspondence	Agency: 1 yr	Records Center: 4 yrs	Archives Center: NA Transfer to State Records Center 1 year after amortization.

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Resource Management
School Food Services

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
02456	National School Lunch / Breakfast Workshop File (Information on attendance and curriculum) (N) NA	The purpose of the State Agency sponsored workshops is to provide local School Food authorities, managers and cooks, food service program personnel training on current state and federal administrative and operational policies, procedures, and program regulations. They are generally 7-11 area workshops with an average attendance of 1500-2000 people. Each of the workshops are geographically located throughout the state. Information covers elementary through high school grade levels on the lunch program and the breakfast program. It is done during the summer months and attendance is voluntary. These workshops provide those who attend with an agenda, pre-registration forms (returned to the U.S. Dept. of Agriculture to document attendance), and a copy of the training manual that includes any current federal changes in the food service programs.	Federal program documentation consisting of State Agency Workshop attendance records, programs/agendas, and set of training manuals/materials, and curriculum.	Agency: 1 yr	Records Center: 4 yrs	Archives Center: NA
				Destroy 5 years after audit and submission of year end financial report to the Federal Government and after any litigation, claims or audit findings which were begun before the expiration of the 5 year period, have been resolved.		
02457	Special Milk Program in Summer Camp File (N)	This series includes the agreement and the application that supplies the necessary information to receive federal aid. This series, thus documents, that an agency has met the proper requirements set by the USDA to receive the financial assistance for the summer camp program. Each school food authority or child care institution shall make written application to the Dept. of Education for any school or child care institution in which it desires to operate the Special Milk Program. The application includes information in sufficient detail (number of children, number that drink milk, those that pay full cost or reduced fees), to enable the Dept. of Education to determine that the sponsoring agency is eligible to participate in the program and the extent of the need for program payments. The Dept. of Education enters into an agreement with each school food organization that has been approved for participation in the program. This application and agreement are filed together. This series verifies that the school or sponsoring agency is in compliance with the state and federal requirements for the Special Milk Program such as: 1) operating a nonprofit milk service, 2) serving milk free to all eligible children, 3) complying with requirements for non-discrimination, and 4) submitting the Report Claim for Reimbursements (SN 02458) only for milk. Schools or child care institutions with pricing programs use the reimbursement payments received to reduce the price of milk to children.	Agreement: Clarifies the responsibility of the state agency, the responsibility of the school food authority, signature of the legal representative of the school food authority, signature of Director, Div. School Food Services. Application: names of contact person, classification of school or camp, period of operation, estimated number of children, cost of milk per half pint.	Agency: 2 yrs	Records Center: 3 yrs	Archives Center: NA
				Transfer to State Records Center. Destroy 5 years after audit and submission of year end financial status report to federal government and after any litigation, claims or audit findings which were begun before the expiration.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Resource Management
School Food Services

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
02458	Report and Claim for Reimbursement (Computer Printout) (N)	This series, along with the National School Lunch and School Breakfast Program File (containing the application and agreement (SN 02453) verifies that state and federal regulations have been met, (Also School Food Service REviews (SN 02460)) and financial aid has been reimbursed according to the agreements (the school has met necessary eligibility requirements to receive federal financial aid). Reimbursement payments finance nonprofit School Food Service operations. To be entitled to this reimbursement, each school submits to the School Food Authority, then to the Div. of School Food Services a monthly claim for reimbursement. This claim includes data in sufficient detail (Number of lunches/breakfasts served, number served at reduced prices, number served free of charge, cost of food, cost of labor, cost of equipment, equipment depreciation, etc.) to justify the reimbursement claimed.	Section I - Name of school, month, year, school membership (adults/students), average daily attendance, number of days meals are served, average meals served for breakfast/lunch/milk, opening bank balance, income due, deposits, expenditures, closing balance. Section II - Reimbursement for School Lunch/Breakfast, number of school, number served at regular price/reduced price/free, total served, rate and amount reimbursed. Section III - Cash and Reimbursement for Lunch/Breakfast, other income, federal donated commodities received. Section IV - Cost of Food used, cost of labor, cost of equipment, supplies, equipment depreciation, other direct cost, indirect cost, donations.	Agency: 2 yrs	Records Center: 3 yrs	Archives Center: NA
				Transfer to State Records Center. Destroy 5 years after audit and submission of year end financial status report to federal government and after any litigation, claims or audit findings which were begun before the expiration of the five year period have been resolved.		
02459	Monthly Reimbursement Claim Receipt Ledger (N)	This series is used to record/document the receipt by the Div. of School Food Services the Report and Claim for Reimbursement (SN 02458) from school food authorities or sponsoring agencies that have been approved to participate in the National School Lunch and/or School Breakfast program. As the claims are received, they are recorded in this log and maintained in this division for auditing. If a claim gets misplaced, it can be determined as to whether it was received or not. The claims come in to the Director of School Food Services, they get logged, processed, then school districts are sent their checks for reimbursement.	School Food Authority/Sponsoring Agency name, Agreement, Code Number, Calendar Date of claim report received, calendar date or Claim Report received by Div. of School Food Services.	Agency: 5 yrs	Records Center: NA	Archives Center: NA
				Destroy five years after audit and submission of year end financial status report to federal government and after any litigation, claims or audit findings which were begun before the expiration of the five year period, have		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Resource Management
School Food Services

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
02460	School Food Service Reviews (N)	This series documents that each school and school district is in compliance with all state and federal requirements and was originally agreed to (National School Lunch and School Breakfast Program File SN 02453) and claimed (Report and Claim for Reimbursement SN 02458). The Department of Education - Division of School Food Services ensures through this review that school food programs are in compliance with all state and federal guidelines in regard to the National School Lunch and/or School Breakfast Program or Special Milk Program. This is a sophisticated review system done by the state agency's field staff that is to assess, monitor, make or recommend improvements in the performance standards of each school's food service program. It includes corrective action plans with follow-up.	Central Office Review; Individual School Review Form; Free and Reduced Price Application Verification Review; Procurement Review; Financial Management Review; Final Report	Agency: 3 yrs	Records Center: 2 yrs	Archives Center: NA
				Transfer to State Record Center. Destroy five years after audit and submission of year end financial status report to federal government and after any litigation, claims or audit findings which were begun before the expiration of the five year period, have been resolved.		
02461	School Food Service Review Receipt Ledger (Log) (N)	This series documents the receipt of review records and is used as a management tool in assessing program compliance monitoring requirements and accumulative reporting data. The School Food Service Review Receipt Ledger consists of the assessment, improvement, and monitoring system (AIMS) reviews, and other compliance reviews conducted within a fiscal year (October 1-September 30).	Calendar date of record, name of school food authority, name of school(s) reviewed, calendar date initial review records were received, calendar date of corrective action response (follow-up). Also, dates of any supervisory assistance, training, technical assistance reviews (dates - nature of visit).	Agency: 5 yrs	Records Center: NA	Archives Center: NA
				Destroy five years after audit and submission of year end financial status report to federal government and after any litigation, claims or audit findings which were begun before the expiration of the five year period, have been resolved.		
02462	Audits of School Food Services Programs (N)	This audit was discontinued at the close of Fiscal Year 1985 and replaced by the Single Audit Act of 1984 (Circular No. A-128) for school food authorities. The audits were done by the Division of Management and Audit of the Dept. of Education. (The last series done was 1984-1985, now in the Records Center.) These records need to be retained for a minimum of 5 years to meet federal audit requirements which are completed every 4-5 years. This will ensure that the school districts have conducted financial operations properly, financial statements have been presented, and recipients of federal funds have complied with the laws and regulations. Series closed September, 1985.	Correspondence, memos, report and claims for reimbursement (copies, SN 02458), audit check sheet, information sheet, program audit procedure (each school in district), (Lunchroom account, participation, income, food and milk costs, direct labor costs, equipment depreciation, meals and requirements), costs vs. income, final report.	Agency: 0 (Files a	Records Center: 4 yrs	Archives Center: NA
				Transfer to Records Center one year after audit and submission of year end financial status report to federal government and after any litigation, claims or audit findings which were begun before the expiration of the five-year period, has been resolved.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
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Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
02463	Blueprints and Specifications of Proposed School Lunch Facilities (Duplicate) (N)	As of 1984, the Division of School Food Services no longer maintained copies or duplicates of the blueprints and specifications of proposed school lunch facilities. This series is going to be retained in the agency as an Informational and Reference Material (SN M0018) file. The Division of School Food Services are second party reviewers of the blueprints submitted from the Division of Buildings and Grounds for proposed school cafeteria facilities and equipment. The originals are kept with Buildings and Grounds. The drawings are sent to a representative in School Food Services for recommendations, comments or changes. This representative maintains a personal reference file (log) when she/he reviews plans, and any comments or recommendations that may be made. Plans are then returned to the Division of Buildings and Grounds before final adjustments are made. This series may be deleted from the retention schedule.	Correspondence, memos, report and claims for reimbursement (copies, SN 02458), audit check sheet, information sheet, program audit procedure (each school in district), (Lunchroom account, participation, income, food and milk costs, direct labor costs, equipment depreciation, meals and requirements), costs vs. income, final report.	Agency: NA	Records Center: NA	Archives Center: NA
				Destroy when project complete.		
02464	U.S. Dept.of Agriculture (USDA) School Food Service Reports (Duplicate) (May Include: Quarterly Food and Nutrition Service Report (F&S-269); Monthly Reports of Child Nutrition Operations (F&S-10); Monthly Report of Child Care Food Program and Summer Food Service Program for Children (F&S-44); Annual Report (N)	This series is a compilation of several reports that are sent to the USDA in Atlanta to document all financial expenditures and reimbursements and participation data for all food service programs in relationship to the KY. Dept. of Education, and that the state agency has met its obligations with the funding it has been provided. These reports include the *FNS-10 (Monthly Report at School Program Operations), FNS-44 (Monthly Report of Child Care Programs), and the FNS-418 (Summer Food Service Program). These three reports are performance based or funded. The meal has to be served before money can be received, thus justifying that the money has been used for food services in the school or child care agencies. The SF-269 is a Quarterly Food and Nutrition Service Report or a quarterly financial report from the state agency. The last document that is included in this file/report is the FNS-13, the Annual Report of Revenue and Costs. It is filed once per year to the USDA. It reports information on state funds provided to meet the state matching requirements. *Food and Nutrition Service)	Quarterly Food and Nutrition Service Report (SF-269); Monthly Report at School Food Operations (FNS-10); Monthly Report of Child Care Program (FNS-44); Summer Food Service Program (FNS-418); Annual Report of Revenue and Costs (FNS-13).	Agency: 5 yrs	Records Center: NA	Archives Center: NA
				Destroy five years after audit and submission of year end financial status report to the federal government and after any litigation, claims or audit findings which were begun before the expiration of the five year period, have been resolved.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
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Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
02465	Request for Payment of Letter of Credit and Status of Funds Report (Duplicate) (N)	This for documents the requests and expenditures of specific amounts of money that are used by the Kentucky Department of Education, Div. of School Food Services' programs (Administrative, school lunch, school breakfast, special milk, child care and summer food programs). The funds are transferred electronically from the State Accounting and Revenue system to the Budget unit for School Food Services. School Food Services receives notice that the money has arrived at the accounting office. The accounting office releases the money to the State treasurer's Office for Payment. For each fiscal year based on funds provided to the USDA, Food and Nutrition Services shall make funds available to each state agency to reimburse institutions for their costs in connection with food service operations, including administrative costs.	Date, Fiscal year, Please Order the Following Money For; 1) State Administrative Expense; 2) Special Milk Program; 3) Section 4; 4)Section 11; 5) School Breakfast Program; 6) Administrative Expense-CCFPC; 7) Cash for Commodities-CCFP; 8) Health Inspection Expense-SFSPC; 9) Administrative Expense-CCFP; 10) Nutrition Education; 11) Child Care Food Program-CCFP; 12) Child Care-Sponsor Administration; 13) Summer Food Service Program for Children; 14) Summer Food Program-Administrative; Total \$; Signature	Agency: 5 yrs	Records Center: NA	Archives Center: NA
02467	Food Preference Survey (Recommendations of Advisory Council)	This series has been combined with teh SState Food Distribution Advisory Council Report (SN 02466). They are attached and filed toghther. As of 1984, one is a part of the other.		Agency:	Records Center:	Archives Center:
03165	Payment Document - DOA - 30 (N)	This series documents the reimbursements sent to districts at any given month (or cumulatively). The cycle starts with the Report and Claim for Reimbursement (SN 02458) when it is returned to the Division of School Food Services. That data is keypunched into the program. Once this is completed, the amount of money to be requested can be determined. A Request for Payment of Letter of Credit and Status of Funds Report (SN 02465) goes to the Treasurer's Office, this is wired to USDA (in Washington, DC then Atlanta, GA). The funds are transferred to a holding bank in Louisville, Ky. then to the receiving bank in Frankfort. The Payment Document (DOA-30) is sent to Dept. of Finance and the Treasurer's Office where the checks are cut. (The Payment Document will tell how much money is going where.) Once the checks are ready from Treasury, they are sent to School Food Services for voucher numbers, and mailed to the school districts.	Purchase Order, the Payment Document (DOA-30), LEA Reimbursement Listing (for School Food Authority), Check	Agency: 2 yrs	Records Center: NA	Archives Center: NA
				Transfer to State Records Center. Destroy five years after audit and submission of year end financialstatus report tothe federal government and agter any litigation, claims or audit findings which were begun before the expiration of the five year period, have been resolved.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
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Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03166	Local School District Audits (N)	The Single Audit Act of 1984 establishes audit requirements for state and local agencies that receive federal aid, and defines federal responsibilities for implementing and monitoring those requirements. The audit is completed by the Division of Management and Audit in the Department of Education. The first year of the Single Audit was 1986-87. It studies all funds that flow through the general funding of the Board of Education, whether it's local, state or federal money. The audit confirms that financial operations are conducted properly, financial statements are presented fairly, recipients have complied with the laws and regulations that affect expenditures of Federal funds, recipients have established procedures to meet objectives of federally assisted programs, recipients have provided accurate information concerning grant funds. Fifteen copies of the audit are distributed - one to School Food Services. If corrections are necessary, a representative in School Food Services makes comments or recommendations to the Division of Management and Audit.	Financial Statements (General fund, Building fund, capital outlay), Notes and Corrections, Supplemental Schedules (federal program funds), Schedule of Accounts Payable and Accounts Receivable, Insurance in force, Listing of Board members and administrative Personnel, general comments, compliance report (Federal and State), Internal Accounting Controls, and Internal Controls, Administrative.	Agency: 2 yrs Destroy	Records Center: NA	Archives Center: NA
03167	Technical Assistance Report (N)	This record series documents the on-site assistance provided by the field Consultant to sponsoring agencies. The Department of Education is responsible for and obligated by federal regulations to provide consultative, technical and managerial personnel to administer programs and monitor performance to ensure compliance with all program requirements. Such assistance may be in the form of menu planning, record keeping, financial management or general program assistance. These consultants must, at a minimum, visit participating schools to monitor compliance of USDA nondiscrimination regulations and the USDA Uniform Federal Assistance Regulations. There is no set requirement for visits to be made. They may come as a result of a sponsor request, a School Food Service Review (SN 02460), which is a formal compliance review, or some question in relation to the Report and Claim for Reimbursement (SN 02458).	1) Program involved (School lunch, breakfast, milk, etc.); Date of Visit; 3) Initiated by; 4) Name and address of School Food Authority/Sponsor; 5) Name and address of school/site; 6) Summary of Technical Assistance provided; 7) Recommendations; 8) Signature of person in position/school sponsor; 9) Submitted by/signature of state agency staff.	Agency: 3 yrs Transfer to State Records Center. Destroy five years after audit and submission of year end financial status report to the Federal Government and after any litigation, claims or audit findings which were begun before the expiration of the five year period, has been resolved.	Records Center: 2yrs	Archives Center: NA

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Education and Workforce Development

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Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
03168	Child Care Food Program File (N)	This series documents information and records pertinent to the food services program administered by a child care facility. This package of material will verify that an agency or organization has met state and federal requirements per USDA regulations 7 CFR 226 for child care food program participation. A child care facility is defined as a Type I facility. The facility provides care for more than 12 children, ages 0-12 with 25% of its enrollment under purchase of care (federally assisted child care payments for low-income families). Licensing takes place through the Cabinet for Human Resources. The file documents the application process (to determine eligibility), the agreement (entered into and executed by owner, pastor, chairman of the board and contains specific administrative and operational conditions prescribed by federal regulations), site information (detailed information on the facility describing feeding capacity, times of meal service, how many meals served), management plan (daily and yearly operations, financial operations, civil rights data), policy statement (concerning free/reduced-price meals), the Report and Claim for Reimbursement (SN 02458) and Administrative Review Reports and Key Element Review System (the state agency provides technical or supervisory assistance to facilitate program operations, monitor progress in achieving goals, ensure compliance with nondiscrimination regulations, documents assistance activities, reviews conducted, corrective action prescribed, follow-up efforts, etc.).	Application; Agreement; Site Information sheet; Management Plan; Policy Statement; Statement of Authority; Report and Claim for Reimbursement (SN 02458); & Administrative Review Report & Key Element Review System (KERS) (Which contains check-off of all above documents plus IRS tax status letter, bid procedures, training information & procedures, site monitoring, enrollment with free or reduced price information, record keeping procedures, personnel information and food equipment information).	Agency: 3 yrs	Records Center: 2yrs	Archives Center: NA
				Transfer to State Records Center. Destroy five years after audit and submission of year end financial status report to the Federal Government and after any litigation, claims or audit findings which were begun before		
03169	Family Day Care Home File-Child Care Food Program (N)	This file documents the records and reports pertinent to the food services program of a Family Day Care Home. This material verifies that the home or residence that is participating in the food service program meets state and federal requirements per USDA regulations 7 CFR 226 for child care food programs. A family day care home is defined as a Type II Facility. Such facility provides care for 4-12 children in a private residence, licensed by the Cabinet for Human Resources, up to 24 hours/day, with children ranging in age from 0-12. The file documents the application process (to determine eligibility), the agreement (entered into and executed by owner, pastor, chairman of the board and contains specific administrative and operational conditions prescribed by federal regulations), site information (detailed information on the facility describing feeding capacity, times of meal service, how many meals served), management plan (daily and yearly operation, financial operations, civil rights data), policy statement (concerning free/reduced-price meals), the Report and Claim for Reimbursement (SN 02458), and Administrative Review Reports and Key Element Review System (the state agency provides technical or supervisory assistance to facilitate program operations, monitor progress in achieving goals, ensure compliance with nondiscrimination regulations, documents assistance activities, reviews conducted, corrective actions prescribed, follow-up efforts, etc).	Application; Agreement; Site Information sheet; Management Plan; Policy Statement; Statement of Authority; Report and Claim for Reimbursement (SN 02458); & Administrative Review Report & Key Element Review System (KERS) (Which contains check-off of all above documents plus IRS tax status letter, bid procedures, training information & procedures, site monitoring, enrollment with free or reduced price information, record keeping procedures, personnel information and food equipment information).	Agency: 3 yrs	Records Center: 2yrs	Archives Center: NA
				Transfer to State Records Center. Destroy five years after audit and submission of year end financial status report to the Federal Government and after any litigation, claims or audit findings which were begun before the expiration of the five year period, has been resolved.		

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Education, Department of
Resource Management
School Food Services

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
03170	Summer Food Service Program for Children (N)	This file documents all records and reports pertinent to the food services program of private, non-profit residential camps such as church camps, the University of Kentucky 4-H camp, etc. These camps are maintained and operated by city, county, and/or state agencies. These camps are for young people up to 18 years of age. The information in this file verifies that this camp and its sponsors comply with 7 CFR 225 regulations in order to be reimbursed by federal monies for food served to eligible children.	Application; Agreement; Site Information sheet; Management Plan; Application for Advance Funding for June; Policy Statement; Administrative Review; Report and Claim for REimbursement (SN 02458); Sponsor Training Program; Summer Food Service Program Site Disallowance Form (Violations, Comments, Corrective Action taken).	Agency: 3 yrs	Records Center: 2yrs	Archives Center: NA Transfer to State Records Center. Destroy five years after audit and submission of year end financial status report to the Federal Government and after any litigation, claims or audit findings which were begun before the expiration of the five year period, has been resolved.
03171	Report of Visit-Child Care Food Program (N)	This form is used only for the child care programs to document visits by field officers to sponsoring organizations, child care agencies, and /or camps on a drop-in basis. It describes the work performed, the purpose of the visit, persons that are/were contacted, and includes any recommendations made.	Name of Consultant; name and address of School Food Service Authority; name and address of school; purpose of visit; person(s) contacted; list of activities/assistance given; recommendations.	Agency: 3 yrs	Records Center: 2 yrs	Archives Center: NA Transfer to State Records Center. Destroy five years after audit and submission of year end financial status report to the federal government and after any litigation, claims or audit findings which were begun before the expiration of the five year period, have been resolved.

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Resource Management
School Food Services

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition	Instruction	
02876	School Food Service Accreditation Program (May include: Accreditation Evaluation Reports; Accreditation Visit Review Documents for School District Central Office and Schools; and School District's Written Policies, Manuals and/or Guides Submitted as Part of the Accreditation Evaluation Process) (N) NATle 34 CFR Section 300	The construction and combination of these documents verify that school food authorities are in compliance with the state and federal regulations. The School Boards have a Self-study Menu Document that contains 11 areas of compliance (Policy Statement for Child Nutrition, Daily Menu and Production Records, Written Policies and Procedures on Competitive Foods, Written Food Service Personnel Procedures, Nutrition Education Plan, etc.). The School Food Service Reviews (SN 02460) is included as a part of this report. The federal government in cooperation with Division of School Food Services staff visit these schools to insure they follow these guidelines. They have a 5 year Accreditation Evaluation Cycle, just for the is Accreditation Program Review. All public schools receiving federal funding must be in compliance with these guidelines, or have 30 days to take corrective action.	Districts Self-Study Menu and Production Records; Memorandum/Instructions; Team Visit Review Documents; Final Report follow-up; Hearing Officers.	Agency: 2 yrs	Records Center: 3 yrs	Archives Center: NA
				Transfer to State Records Center. Destroy five years after audit and submission of year end financial status report to the federal government and after any litigation, claims or audit findings which were begun before the expiration of the five year period, have been resolved.		
03283	Free and Reduced Price Policy Statement (N)	This record series documents that each school in each district has agreed to and been approved for the Free and Reduced Price program according to federal regulations 7 CFR 210 (National School Lunch and School Breakfast Program) and 7 CFR 245 (Free and Reduced Price Meals and Free Milk in Schools). This file verifies the schools participating in the programs. It is a state prototype form that is completed by the schools and returned to the state office for approval. The Division of School Food Servicesw keeps the original on file and returns a copy to the school district. These are renewed each year.	The Free and Reduced Price Policy Statement document consists of the following: Attachent A-Eligibility Standards for Free and Reduced Price Meals (for approving officials only); B-Sample Parent Letter; C-Application for Free and Reduced Price School Meals; D-Notification to Parent(s); E-Public release; F-Collection/Accountability Procedures; G-Declaration of Intent (Offer Versus Serve Provision).	Agency: 2 yrs	Records Center: 3 yrs	Archives Center: NA
				Transfer to State Records Center. Destroy 5 years after submission of year end financial status report to federal government and after any litigation, claims or audit findings which were begun before the expiration date of such records.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Results Planning
Data Policy Management and Research

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
05317	Classified Staff Data Report - (Electronic) (C) KRS 61.878 (1) (a) Change Date: 12/13/2001	This series documents salary information on classified staff employed by local school districts. The information is required to be reported to the General Assembly every two years.	Series contains: Job class codes from MUNIS, the Department's accounting system; hourly wage rates; and the number of hours worked for/by school district classified employees	Agency: P	Records Center:	Archives Center:
				Retain in agency		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Education, Department of
Special Instructional Services
Federal Program Resources

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
02875	Chapter 1 Construction Folders - (Contains accounting information related to local school district construction projects)	This series documents accounting information and the expenditure of Chapter 1 federal funds related to local school district construction projects. It contains all accounting information from the beginning of a specific project through its completion. It is used to ensure adherence with federal regulations and periods of availability of funds.	Series contains: School district expenditure reports; school district budgets and amendments	Agency: I	Records Center:	Archives Center:
				Destroy three years after project completion, and audit		
03640	Chapter 1 - 1974 Federal Audit File	Closed Series - This series documented the federal audit and court proceedings between the Kentucky Department of Education and the U.S. Department of Education (USDOE), related to the use of federal dollars for the Chapter 1 Program in 1974. Chapter 1 is a program which addresses the needs of at-risk children in all public and some private schools. It serves children that are at some type of educational disadvantage, such as children of migrant workers, children with disabilities, and neglected or delinquent children. The USDOE found that local school districts were using federal funds in place of state funds, which is illegal. The districts were not supplementing school readiness programs with state funds, as required. The USDOE did an initial audit, determining that the Department owed the federal government \$1 million. The Department filed a lawsuit to appeal the findings, and won. The USDOE appealed that decision. Finally, the U.S. Supreme Court ruled that the Department owed the federal government approximately \$3,000. This series provides some correspondence related to the case, and the outcome of court decisions. Other actual court related documentation is in the Office of Legal Services, Department of Education.	Series contains: Opinions of the Court of Appeals and U.S. Supreme Court; audit workpapers from 49 selected school districts; state audit information; and related correspondence	Agency: 0	Records Center:	Archives Center: P
				Transfer to the State Archives		
04993	Migrant Education Certificate of Eligibility Change Date: 9/14/2000	This series documents the enrollment of migrant children in Kentucky schools. It is used to determine the funds a school district will receive each fiscal year, per migrant child. It also documents how many migrant children are being served in each school district. Funds are provided by the U.S. Department of Education, Office of Migrant Education. School districts employ recruiters who seek out migrant families for the purpose of identification so that the families can be provided educational services for the children, as well as other services, such as assistance with obtaining food, clothing, medical services, etc. To qualify, the family has to cross a school district line, seeking agricultural work. Eligibility is for a three-year period. Currently, the Department provides services to migrant families in 114 of the 120 Kentucky counties.	Series contains: Student name, date of birth, sex, race, birthplace, grade level, identification number; parent or guardian name and address; qualifying activity (type of job); qualifying data (based on moving to a particular area); parent/guardian signature; recruiter signature; coordinator signature	Agency: I	Records Center: 5	Archives Center:
				Transfer to the State Records Center after audit and/or submission of year end status/count record to the U.S. Department of Education		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Education, Department of
Special Instructional Services
Title Programs

Retention

Disposition Instruction

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
04243	Title V Emergency Grant File (N) NA	CLOSED--This series documents grant funds distributed by the Department of Education (DOE) in conjunction with the now defunct Governor's Office for a Drug-Free Kentucky. The DOE held an emergency grant competition in order to distribute Title V emergency funds available to the Governor's Office for distribution to local education agencies (LEA). An emergency grant is one in which grant funds are available as a one-time allocation with a specific purpose in mind. Normally, when the U.S. Department of Education distributes grant dollars to Kentucky for drug and alcohol awareness programs, DOE administers 70% of it and the Department for Mental Health and Mental Retardation Services, Division of Substance Abuse administers the remaining 30%. In this instance, it was the Governor's Office for a Drug-Free Kentucky that worked with DOE. Congress provided Kentucky (the Governor's Office) with an additional \$300,000 (approximately) to be used by the school districts, and thus, was administered by the DOE. To receive the grant, the LEA's had to describe their need for the grant and how it was to be used, i.e., salary supplements, instructional materials, etc. Based upon that information, an amount was awarded.	Application; Rationale; Budget documents; Notification Letter	Agency: 2 years	Records Center: 3 years	Archives Center: NA
				Transfer to the State Records Center. Destroy after audit		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Education, Department of

Student/Family Support Services

Extend School Learning Program

Retention

Disposition Instruction

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
04177	Essential Skills Remediation Files (N) NA	CLOSED--This series documented the monies allocated to the school districts for the Essential Skills Remediation Program (ESRP). The program was developed to raise the performance level(s) of low-achieving students in the essential skills in grades one and two. Through the use of classroom remedial teaching techniques and remedial learning activities, all students had the opportunity to achieve mastery of basic skills, primarily math and reading skills. The file includes the calculation of payments to the school district according to a formula based on the number of students identified in each district who qualified for the program, and an allotment for teachers which included salary and current operating expenses, plus grants awarded. Certified remediation teachers completed the Professional Staff Data Form (PSD)(See SN 04176). Instructional assistants had completed the Paraprofessional Staff Data Form (PPSD) (See SN 04155). The program known as the Essential Skills Remediation Program was closed this past year with the implementation of the Kentucky Education Reform Act (KERA). The documentation will continue to be retained in the local school district.	Calculations, Correspondence	Agency: 0 years	Records Center: 5 years	Archives Center: NA
				Transfer to the State Records Center. Destroy after audit		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Education, Department of
Student/Family Support Services
Extended School Learning Program

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
04153	Adult Basic Learning Examination for Teachers' Aides Results File (N) NA	CLOSED-This series documents the testing results of an applicant, and that an applicant to the Teacher's Aide program either met, or did not meet, the testing qualifications of the program. It has served as a monitoring tool in the school districts, as well as the Department of Education. However, as of the 1992-93 school year, the DOE will no longer receive a copy. The program will continue, and the documentation will be maintained in the local school district. A high school diploma or GED Certificate are other required qualifications. Once employed, the aide will receive inservice training and an annual evaluation. In 1985, the Extraordinary Session of the General Assembly provided additional state funding to employ paraprofessionals (same as a teacher's aide) in kindergarten classes. At the same time, the legislature enacted KRS 161.044, a law requiring that paraprofessionals employed in Kentucky's public schools meet specific qualifications. A paraprofessional is defined as an adult school employee who works under the direction of the professional administrative and teaching staff in performing, within the limitations of his/her training and competency, certain instructional and non-instructional functions in the school program.	Name of examinee; Address; SSN; Date of test, No. of times test taken, Date mailed by testing center; ABLE Test-Level #, Form #: 1.Subtest (Reading Comp, Number Operations, Problem Solving), 2.Pass/Fail, 3.Your Score, 4.Passing Score, 5.Number of Items; Locations of copies; Examiner's Signature.	Agency: 0	Records Center: 5 years	Archives Center: NA
				Transfer to the State Records Center		
04154	Teacher Aide Data System File (N) NA	CLOSED-This series documents and verifies that a teachers' aide applicant, instructional and non-instructional, has met the four qualification requirements, including general information about his/her duties. It reflects the aide's instructional assignment, employment status, instructional or non-instructional, and the completion of each qualification. (This form was intended to be an input document to an electronic system that was never implemented, nevertheless, the form title remained the same.) Only one teacher aide program is exempted from using the Teacher Aide Data System (TADS) to report the employment of teachers' aides. The exemption is for the instructional assistants employed in the Kentucky Essential Skill Remediation Program (KESRP). The KESRP instructional assistant is required to use the Paraprofessional Staff Data Form (PPSD) (04155). As of the 1992-93 school year, the Department of Education will no longer receive a copy of this series. The program will continue, and the documentation will be maintained in the local district.	District name, School no., Coordinator; Name of Aide, SSN, Date employed, Sex, Race/Ethnic identity; Major program assignment(s), Full-time/Part-time, Duties; Teacher Aide Qualifications (1)Passed ABLE, (2)H.S. Diploma/GED, (3)Annual Evaluation, (4)Inservice Training; Exemption Verification (if employed prior to 7/1/86), Valid Teaching Certificate?; Signature of Teacher Aide, Certification of Accuracy.	Agency: 0	Records Center: 5 years	Archives Center: NA
				Transfer to the State Records Center		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Education, Department of

Student/Family Support Services

Extended School Learning Program

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
04155	Paraprofessional Staff Data Form File (N) NA	This series documents not only school district information and instructional assistant information much like the Teachers' Aide Data System File (04154), it also reflects a more specific job role and salary data. It serves as a reporting mechanism for instructional assistants employed by local school districts in the Kentucky Essential Skills Remediation Program. It provides information about the qualifications of the instruction assistant, the duties of the assistant, and serves as a mechanism to receive reimbursement for instructional assistants allotted under the Remediation Program. (School districts receive specific funding from the state for these assistants.) As of the 1992-93 school year, the Department of Education will no longer receive a copy of this series. The program will continue, and the documentation will be maintained in the local school district.	District Information (No., Name, Coordinator); Instructional Assistant Information (Name, SSN, Qualifications); Assignment; Planning; Travel; Subject Code; Grade Range; Minutes Per Week; Enrollment; School Code; Enrollment Basic Skills; Account; Part of Time; Days Employed; Annual Salary; Beginning Work Date; Signature of Instructional Assistant/Date; Information concerning a replacement, if necessary.	Agency: 0	Records Center: 5 years	Archives Center: NA Transfer to the State Records Center
04176	Professional Staff Data Form for Remedial Teachers File (N) NA	CLOSED--This series documented and verified job duties and salary data concerning the remediation teacher in a school district. The primary distinction of the Professional Staff Data Form (PSD), compared to the Paraprofessional Staff Data Form (PPSD) (see SN 04155), is that it represents a teacher with a valid elementary education teaching certificate. The paraprofessional staff instructional assistant is not required to be certified. The PDS provided official records from which funding was calculated using the data collected from the forms. It served as the mechanism for the school district to receive reimbursement for teachers under the Essential Skills Remediation Program (ESRP). As of the 1992-93 school year, the Department of Education will no longer receive a copy of this record. The documentation is retained in the local school district.	District; School; SS#; Name of teacher; College; Sex; Race; Rank; Experience; Employment status; Account Code; Days employed; Salary (for Essential Skills Remediation Program); Total Salary; Subject (and Code); Grade; Minutes/Week; Enrollment; Percentage Time; Classroom (Total) Time.	Agency: 0	Records Center: 5 years	Archives Center: NA Transfer to the State Records Center.

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Education, Department of
Supportive Learning Environments
Education Recruitment and Retention

Retention

Disposition Instruction

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
05003	Minority Education Recruitment and Retention Reports Change Date: 3/8/2001	This series documents the annual submission by local school districts of information regarding minority recruitment. As required in KRS 160.380 (2)(d), when a vacancy occurs in a local school district, the superintendent is to conduct a search to locate minority teachers to be considered for the position. The school district is to report, on an annual basis, the district's recruitment process and the activities used to increase the percentage of minority teachers, as provided for in 704 KAR 7:130.	Series contains: Number and name of newspapers, magazines, journals advertised in; number and location of career fairs attended by a representative of the district; name of college campuses visited; name and number of minority organizations in which a vacancy notice was posted; description of other recruitment efforts made; number of vacancies in certified teaching positions, administrative positions and non-certified positions; known number of minority applicants interviewed in each category; number of minorities offered, but who declined, positions in each category; total number of positions filled; and signature of the district superintendent	Agency: 5	Records Center:	Archives Center: P
				Transfer to the State Archives Center		